

## INDIVIDUALS - Continuing Education Requirements for the February 28, 2017 Renewal

<p><b>For Architects</b></p> <ul style="list-style-type: none"> <li>➤ 22 hours in health, safety, and welfare related courses</li> <li>➤ 2 hours in Florida Building Code advanced courses</li> <li>➤ 24 hours Total</li> </ul> <p>The course hours must be completed between <b>January 1, 2015 and December 31, 2016.</b></p>	<p><b>For Interior Designers</b></p> <ul style="list-style-type: none"> <li>➤ 14 hours in health, safety, and welfare related courses</li> <li>➤ 2 hours in Florida Building Code advanced courses</li> <li>➤ 4 hours in optional or health, safety, and welfare, related courses</li> <li>➤ 20 hours Total</li> </ul> <p>The course hours must be completed between March 1, 2015 and February 28, 2017.</p>
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*A person initially licensed for less than 24 months prior to the end of the renewal cycle or after March 1, 2015 need not complete any continuing education as a condition of the first renewal. All subsequent renewals require the continuing education as outlined above.*

Please visit the [board's web page](#) to review the [Frequently Asked Questions \(FAQs\)](#) and to obtain an updated copy of the [Architecture Continuing Education Handbook](#) and [Interior Design Continuing Education Handbook](#). 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 and document continuing education through completion certificates. The department does not maintain or track [continuing education hours online](#). You do not need to provide proof of continuing education prior to renewal; however, the board will monitor proof of compliance shortly after renewal.

### Locating board approved providers and courses

- 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](#)"
- click on "Architecture" or "Interior Design"

**OR**

#### All courses

- 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 the board
- select the "REL-Health, Safety, and Welfare" for the requirement
- leave the course name area blank
- see below for navigating the course list

#### Florida Building Code Advanced Courses Only

- access [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)
- click on "Our Businesses and 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
- see below for navigating the course list

### Navigating the online course list

- click on the search button (This will provide you with a list of the board approved 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 for the course provider who is authorized to teach the course as well as the delivery method, i.e. internet, correspondence, classroom, etc.

## BUSINESSES

To maintain a certificate of authorization you must have a current Florida licensed architect qualifying an architectural business, or a Florida licensed architect or interior designer qualifying an interior design business. The licensed individual qualifying the business must be a principal officer of the business as reflected with the Department of State's Division of Corporations. You may verify who the department has listed as your current qualifier through our online services at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

Note: If you renew the certificate of authorization (business license) without a current, active qualifier the qualifier and business license may be subject to disciplinary action per Chapter 481, Florida Statutes.

(From the FAQs, question # 53)

**When I renew, do I need to send proof of my continuing education?**

No. Maintain proof of continuing education for your records in case you are audited.

Architecture 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 your continuing education credit hours. If reported, such hours will be posted to your license 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 credits but not specifically assigned a course number by the department (e.g., AIA, IDCEC, 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 the continuing education handbook, you are required to maintain course completion certificates for three years. If you are selected for audit you will be required to produce course completion certificates to verify attendance.

If you are an out-of-state registrant, you will also be required to submit a copy of the resident state statutes and rules as they pertain to your continuing education. Effective March 2005, you must also obtain two hours of advanced building code course hours as a part of your continuing education for renewal for February 28, 2007, and subsequent renewals.

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