This edition of Architecture Columns is written especially for individuals who like to wait until the last minute.....

**DID YOU DO YOUR CONTINUING EDUCATION!?**

In order to renew your INDIVIDUAL license to practice architecture for 2014-2015 you must be able to certify that you completed twelve hours of continuing education in the areas of health, safety and welfare subjects during the 2013 CALENDAR year. Renewal notices for 2014-2015 will be sent out in MAY 2014. Questions regarding CE should be directed to Tyler Barrick at tyler@ncbarch.org

**Relevant Continuing Education Information**

Health, Safety, and Welfare Subjects - Technical and professional subjects that the Board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment. Board staff cannot determine if a course is appropriate or acceptable as HSW. You must make this determination on your own, as a professional. Following is a guideline:

- **BUILDING SYSTEMS:** Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection
- **CONSTRUCTION CONTRACT ADMINISTRATION:** Contracts, Bidding, Contract Negotiations
- **CONSTRUCTION DOCUMENTS:** Drawings, Specifications, Delivery Methods
- **DESIGN:** Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures
- **MATERIALS and METHODS:** Construction Systems, Products, Finishes, Furnishings, Equipment
- **PRE-DESIGN:** Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying
- **PRESERVATION:** Historic, Reuse, Adaptation

- What is a ‘Structured Educational Activity?’
  Educational activities in which at least 75 percent of an activity’s content and instructional time must be devoted to Health, Safety, and Welfare Subjects related to the practice of architecture, including courses of study or other activities under the areas identified as Health, Safety and Welfare Subjects and provided by qualified individuals or organizations, whether delivered by direct contact or distance learning methods.
As you know, if you offer and render architectural services through a professional corporation or professional limited liability in the state of North Carolina it must be licensed.

All FIRM licenses will expire on December 31, 2013, regardless of issue date. A FIRM license is NOT an INDIVIDUAL LICENSE. A FIRM license and an individual are two separate licenses. If your FIRM holds a North Carolina FIRM license and you have not yet sent in your renewal form, it must be renewed on or before December 31, 2013 in order to avoid late fees. FIRM renewal forms were sent out in October via U.S. Mail to the FIRM address on file with the Board of Architecture. If you have not received a FIRM renewal you can find one at this link:
http://ncbarch.org/forms/2014%20firm%20renewal%20application_WEBSITE.pdf
or you can go to the forms section at www.ncbarch.org, click on renewals and use the 2014 FIRM renewal form. Please do not confuse your individual license with a FIRM license.

You can check the status of a FIRM license or an individual license in the Licensee Look Up section at www.ncbarch.org or use this link -
http://ncbarch.org/lookup.html

Tyler Barrick can assist with any questions you may have regarding your FIRM renewal or Continuing Education Requirements—tyler@ncbarch.org

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The Board staff wishes you a happy and healthy holiday season!

Random FACT...
You can follow the Board of Architecture on FaceBook and Twitter. Go to www.ncbarch.org and click on the link.