

MARYLAND BOARD OF ARCHITECTS

**CONTINUING PROFESSIONAL COMPETENCY
APPLICATION FOR COURSE APPROVAL**

PART 1. REQUESTOR'S INFORMATION. Entities, individuals or professional firms conducting in-house presentations, may submit a specific professional development activity for review and approval by the Board.

Name of Individual _____

Firm name, if applicable _____

Street: _____

City, State and Zip _____

Telephone _____

Fax: _____ E-Mail _____

PART 2. CRITERIA FOR PROFESSIONAL DEVELOPMENT ACTIVITY.

A. Professional development activity shall meet the following criteria:

(1) Be a post-licensing educational activity approved by the Board in which at least 75 percent of activity's content and instructional time is dedicated to health, safety, and welfare subjects, as they relate to the practice of architecture.

(2) Expand the knowledge of health, safety, and welfare subjects and offer a skill set geared towards maintaining and enhancing professional competency of licensed architects;

(3) Offer learning experiences relevant to current architectural practices as they relate to the public health, safety, and welfare; and

(4) Be presented, led, or taught at a professional level by well-qualified professionals.

B. A professional development activity shall provide for clear outcome measures in the form of a narrative, quiz, test, questions and answers, project, or any other appropriate form or method.

C. Professional development activity may be presented by the following methods:

(1) Classroom instruction;

(2) In-house presentation;

(3) Distance learning delivery;

(4) Online instruction; or

(5) Other formats approved by the Board.

PART 3. PROGRAM INFORMATION.

1. Programs are organized and classified as:

_____ University, college, and community college courses

_____ Professional workshops

_____ Seminars

_____ Self-directed

_____ Technical presentations

_____ Other _____

2. Programs are presented:
_____ Classroom instruction
_____ In-house presentation
_____ Distance learning delivery
_____ Online instruction
_____ Other _____

PART 4. The following materials and/or information must be included with this application. Attach the following:

1. A list of proposed or existing programs intended to be offered
2. Number of LUs to be awarded for each activity.
3. Explanation and sample of outcome measures for each activity to be offered.
4. Sample course outlines detailing the content of each activity to be offered.
MUST INCLUDE A DETAILED TIMELINE CONTAINING THE TIME INTERVALS OF THE CLASS AND TOPICS COVERED DURING EACH TIME PERIOD.
5. Identity and qualifications of the course instructors. Include a brief biography/resume of instructor (if not included in outline or syllabus)
6. Sample of sponsor's method of providing evidence of attendance of the licensee.

PART 5. SIGNATURE OF REQUESTOR OR AUTHORIZED OFFICIAL.

Signature: _____

Date: _____

DISCLOSURE TO PROVIDERS

The Board may suspend or revoke its approval of an activity if, in the judgment of the Board, the intent of Business Occupations and Professions Article, §3-309.1, Annotated Code of Maryland, is no longer served or a presenter materially changed the content of the activity without the prior written approval of the Board.

**RETURN TO: Maryland Board of Architects
100 S. Charles Street, Tower 1
Baltimore, MD 21201
Telephone: 410-230-6261**

Applications are reviewed by the Board. The Board typically meets on the fourth Wednesday of each month except for July and November. You will be notified by letter of the Board's decision.