



Continuing Education Program Hour (CEPH) Log

Name:		
Reg. No.:		Profession: <input type="checkbox"/> Architect <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Interior Design (Check One)

Requirements per registration period: 12 hours per calendar year (January through December)

- 1) All 12 hours must be pertinent to the health, safety and welfare (HSW) of the public.
- 2) One of the 12 hours must be related to the subject of "barrier-free" design (accessibility).
- 3) One of the 12 hours must be related to the subject of energy-efficient or sustainable design.
- 4) **At least 8 hours must be structured course study. You must submit course completion certificates or transcripts for all claimed structured courses.**
- 5) Up to 4 hours may be claimed for self-directed study. Documentation of self-directed study must include a signed and dated copy of the first page of the material, marked with the number of hours claimed for the activity.

Structured Course Study (All must be Health/Safety/Welfare)						
Completed (MM/DD/YY)	Item	Course Title or Description of the Activity	Provider Name or Instructor Name (if not on certificate/transcript)	Barrier-free design Credit?	Energy-Efficient/ Sustainable design Credit?	Total CEPH Course Credit
	A					
	B					
	C					
	D					
	E					
	F					
	G					
	H					
Continue Structured hours or log Self-Directed. <u>Self-Directed study is not mandatory.</u> (All must be Health/Safety/Welfare)						
	I					
	J					
	K					
	L					

Any registrant who is found to have reported false information regarding their continuing education activities may be subject to disciplinary action by the Board, which may include fines and/or revocation of their registration. A copy of this form and supporting documentation should be kept for 5 years after the end of the registration period for which credit is claimed.

My signature below certifies that I have completed the above continuing education activities for the registration period described herein.

Signature _____ **Date** _____

Instructions:

- 1) For structured course study, list titles of all courses, seminars, workshops or related study that you wish to apply to this registration period, including title and course number if available, date of completion, and number of total credit hours awarded, including the amount of credit that qualifies as “HSW”, “barrier-free”, “energy efficient” and/or “sustainable design.”

In addition, you must provide acceptable supporting documentation for structured course study, such as a certificate of completion, letter from the provider/instructor or a transcript from AIA, IDCEC, or ASLA/LACES.

- 2) For self-directed study, list a description of the activity, date of completion, and the number of total credit hours claimed for each activity, including the amount of credit that qualifies as “HSW”, “barrier-free”, “energy efficient” and/or “sustainable design.”

In addition, you must provide acceptable supporting documentation for self-directed study, which must include a signed and dated copy of the first page of the material, marked with the number of hours claimed for the activity.

- 3) Please only list activities for a specific registration period. Including more than the required CEPH credits may delay the review of your documentation and the outcome of our findings. However, if you are carrying forward excess CEPH credit from previous periods you will be required to supply completed logs and supporting documentation for each of those periods in addition to the period under review.
- 4) Board rules 1.69, 3.69, and 5.79 address continuing education requirements for architects, landscape architects, and registered interior designers, respectively. To review these and other rules, visit TBAE’s website at <https://www.tbae.texas.gov/LawsAndEnforcement/StatutesAndRules>.
- 5) For additional information regarding the continuing education requirements, please refer to TBAE’s website at <https://www.tbae.texas.gov/Registrants/ContinuingEducationRequirements>.