

## Continuing Education Program Pre-Approval Request Form

A person seeking to obtain pre-approval of a continuing education program shall complete and submit this form at least thirty (30) calendar days in advance of the program to the Louisiana State Board of Architectural Examiners (LSBAE). Upon review by the Continuing Education Committee, you will be notified of the Board's decision.

All courses must be a minimum of one hour (50 – 60 minutes) in length. If a course is more than one hour in length, additional credit will be given in a 0.25 hour increment (i.e., a 1 hour 30 minute course = 1.50 CEH). Breaks and non-working lunches do not count as direct education. A minimum of 75% of the course's content and instructional time must be on acceptable HSW topics as outlined below. This means that if your course is 1 hour in length, at least 45 minutes must be spent on HSW topics.

**Health, Safety, Welfare (HSW)** in architecture is anything that relates to the structural integrity or soundness and health impacts of a building or building site. **HSW Subjects** are 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.

*Legal* – Laws, codes, zoning, regulations, standards, life safety, accessibility, ethics, insurance to protect owners and public

*Building Systems* – structural, mechanical, electrical plumbing, communications, security, fire protection

*Environmental* – energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation

*Occupant Comfort* – air quality, lighting, acoustics, ergonomics

*Materials and Methods* – construction systems, products, finishes, furnishing, equipment

*Preservation* – historic, reuse, adaptation

*Pre-design* – land use analysis, programming, site selection, site and soils analysis, surveying

*Design* - urban planning, master planning, building design, site design, interiors, safety and security measures

*Construction Documents* – drawings, specifications, delivery methods

*Construction Contract Administration* – contracts, bidding, contract negotiations

### Course Guidelines

- Course must have a clear purpose with a minimum of three (3) learning objectives.
- Course content may not include any promotion or marketing of a provider product or service.
- Course must be updated and resubmitted every 3 years.
- Attendees must be provided with certificate of completion to prove attendance at program.

## Continuing Education Program Pre-Approval Request Form

**Program Sponsor**

Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Date, Time and Location of Program**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Additional Information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Program Description**

Name and detailed description of subject matter and program offering. Please classify specific topic as to subject matter shown in the Board's list of Approved Seminar Topics, which are found on the Board Website.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Learning Objectives**

Please provide learning objectives for the program. If additional space is needed, attach a separate sheet.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Program Instructor(s)/Leader(s)**

Name of instructor(s)/leader(s). Please include educational and professional credentials.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please include copy of promotional material for the program.*

Based on the above and attached information, \_\_\_\_\_ Health, Safety and Welfare (HSW) continuing education hours are being requested.

\_\_\_\_\_  
 Signature and Title \_\_\_\_\_  
 Date

Upon review of the LSBAE Continuing Education Committee, \_\_\_\_\_ Health, Safety and Welfare (HSW) continuing education hours have been approved.

\_\_\_\_\_  
 Katherine E. Hillegas, Executive Director \_\_\_\_\_  
 Date