



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920**

**Division of
Design
Professionals**

Date: June 5, 2015

To: **RHODE ISLAND REGISTERED ARCHITECTS**

From: Rhode Island Board of Examination and Registration of Architects

Subject: *Rules and Regulations Changes, Effective September 2, 2014
Registration Renewal Policy Changes, Effective Immediately.*

RULES AND REGULATIONS CHANGES

The Rhode Island Board of Examination and Registration of Architects ("Board") proposed *Rules and Regulations* changes and held a public hearing for comments. The *Rules and Regulations* were adopted and are effective September 2, 2014.

Some of the highlighted amendments include the following:

- (1) The ability to provide for submission and acceptance of electronic signature and seals/stamps in lieu of paper documents.
- (2) The Board updated the Continuing Education provisions in accordance with the NCARB Model Regulations.
 - Currently, the Board requires a minimum of 24 Continuing Education Units (CEUs) of which 16 must be in Health, Safety and Welfare (HSW) biennially due on December 31st of the odd numbered years.
 - Effective for the 2016-2017 reporting period, a minimum of 12 Continuing Education Hours (CEHs) of which all must be in HSW each calendar year are due with the biennial renewal application due on December 31st of the odd numbered years.
 - Excess CEHs may not be credited to a future calendar year.
 - A more expansive definition of structured education activities that can be used was defined.
 - Recordkeeping requirements were clarified and updated.
 - A process for satisfying the continuing education requirement if credits obtained are not approved by the Board was outlined.

For a complete listing of the amendments and most recent version of the *Rules and Regulations*, please visit the Board's website at the following link: <http://sos.ri.gov/documents/archives/regdocs/released/pdf/BERA/7757.pdf>.

REGISTRATION RENEWAL POLICY CHANGES, EFFECTIVE IMMEDIATELY

The Department of Business Regulation (“DBR”) implemented an e-licensing system whereas all renewals are processed online. Renewal notices will no longer be sent via the US Postal Service and are now sent via e-mail to the e-mail address on file. Upon receipt of the required renewal application and fee, your updated license will be sent to you via e-mail.

Therefore, it is your responsibility to ensure that the Board has your up-to-date contact information.

You are now required to update your contact information at any time via your online user id and password that is sent to you. If you do not have your online user id and password, please submit your request via e-mail to dawne.broadfield@dbr.ri.gov with your full name, the last four digits of your social security number and your date of birth. Upon receipt your online user id and password will be e-mailed to you.