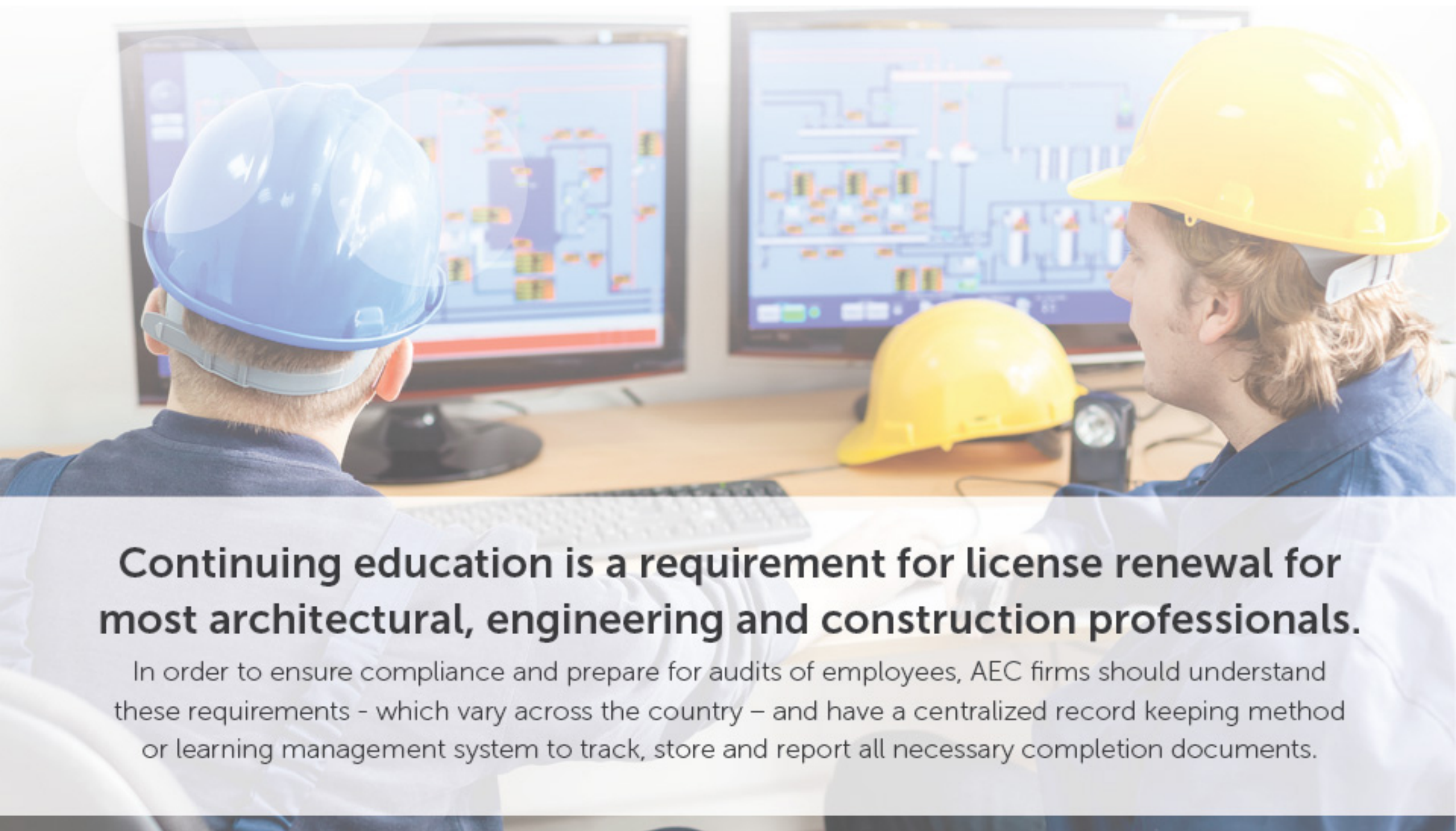


HOW TO

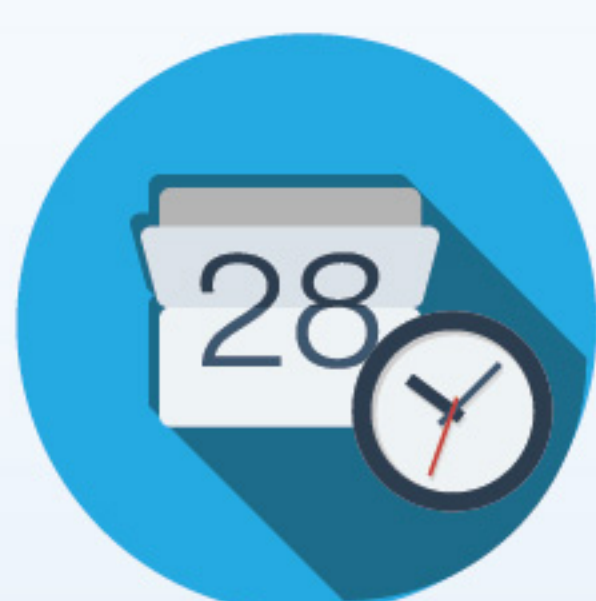
Prepare for a Continuing Education (CE) Audit



Continuing education is a requirement for license renewal for most architectural, engineering and construction professionals.

In order to ensure compliance and prepare for audits of employees, AEC firms should understand these requirements - which vary across the country - and have a centralized record keeping method or learning management system to track, store and report all necessary completion documents.

As your firm moves forward with learning and development plans, here are some things you should know to best prepare for a continuing education audit:



11.26 hours per year

The average time U.S. engineers are required to spend annually on continuing education. States, professional organizations and government bodies all have their own rules - make sure you know which ones impact you.

States will usually request CE reporting in one of two ways:

1.



Certificates:

You must gather official CE program certificates throughout the year and submit them as proof that you or your employees have met requirements.

2.



Attestation:

Some states let AEC professionals sign a CE completion attestation. States will randomly audit those who sign attestations, and you risk failure if you cannot provide proper attestation.

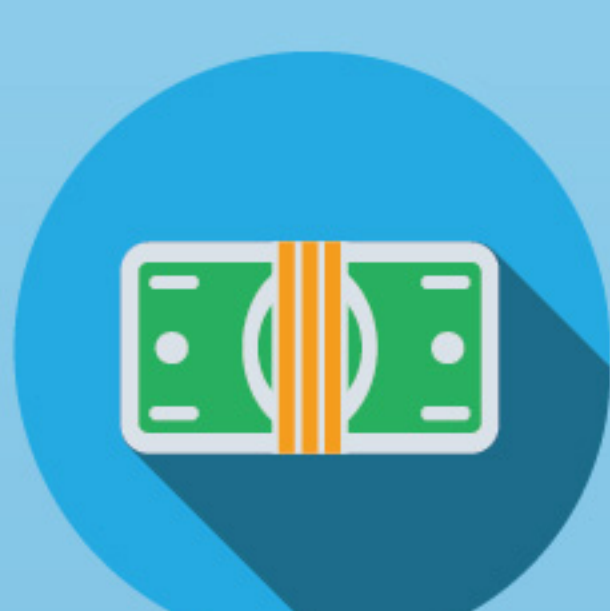
In both cases, record keeping proves key.



States vary their annual auditing strategies, but they will generally perform audits on

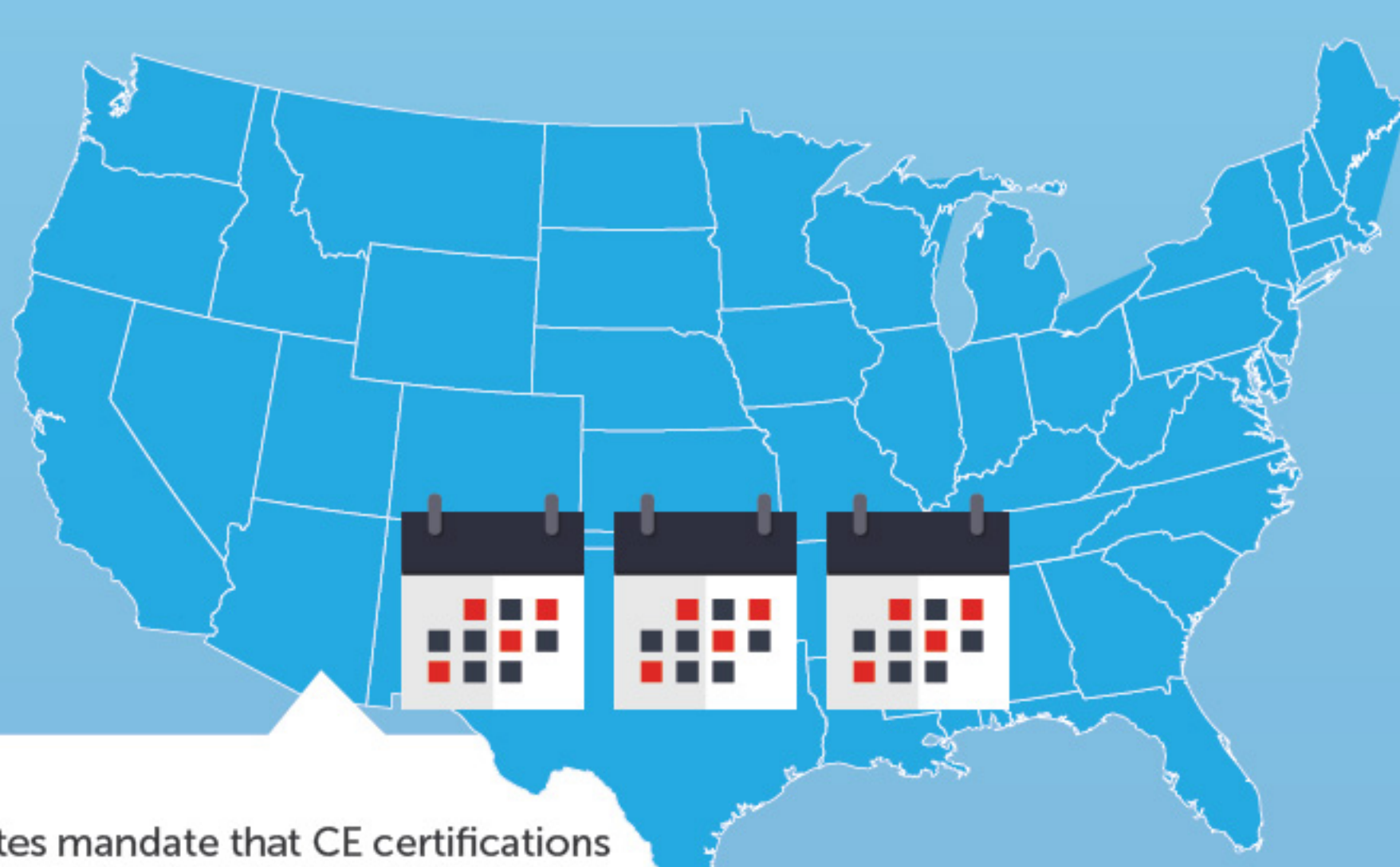
5 to 20 percent

of the individuals who submit attestations.

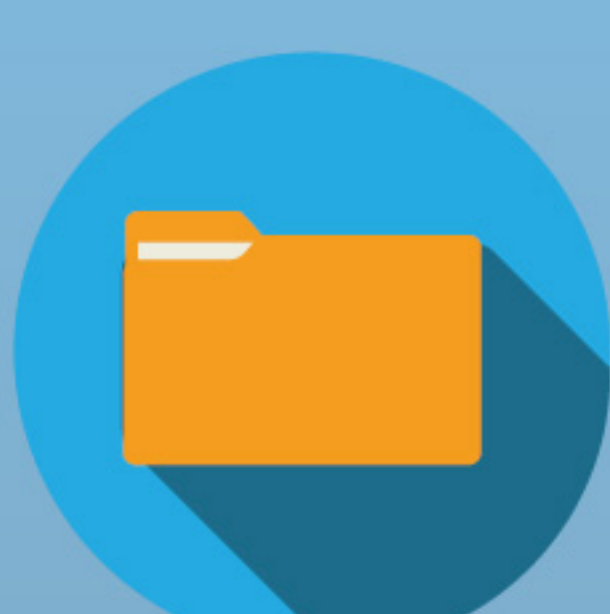


\$700 per AEC professional

The average fine for non-compliance following an audit.



Most states mandate that CE certifications are maintained for at least three years, and audit response windows are often short.



Keeping CE documents organized and in good condition is critical. **By selecting a sound learning management system (LMS), you can centralize record keeping online** and ensure that you're prepared for an audit.



SOURCES:

www.redvector.com/lpe/license/requirements

| www.FBPE.org |

www.tbae.state.tx.us/Content/documents/Publications/July_Newsletter_4.pdf |

engineers.texas.gov/CEP_Info.htm