

**MARYLAND BOARD OF ARCHITECTS**

**CONTINUING EDUCATION SUBMITTAL DIRECTIONS**

The Maryland Board will only consider courses for continuing education credit that meet the standard of enhancing the architect's

- ability to protect the public's health, safety, and welfare; and
- professional competency

Please link to review the Law and Regulations on-line RE: CEU

**LAW:** [http://mlis.state.md.us/cgi-win/web\\_statutes.exe?gbo&3-309.1](http://mlis.state.md.us/cgi-win/web_statutes.exe?gbo&3-309.1)

**REGULATION:**

[http://www.dsd.state.md.us/comar/idq\\_files/search.idq](http://www.dsd.state.md.us/comar/idq_files/search.idq)

Please follow the directions below for submitting courses for continuing education approval by the Maryland Board of Architects.

The submittal **MUST BE TYPED** on 8 ½ x 11 paper in the following format. Please do not bind so that copies can be produced.

**Check Off List (to assist you in completing your submittal)**

**Page 1** should contain the following information:

**Submitted by:**

- \_\_\_ Your Name
- \_\_\_ Complete Address/Daytime Telephone Number/email
- \_\_\_ Your Signature

**Organization offering the Course:**

- \_\_\_ Course Number, Title, Credit Units
- \_\_\_ One Time Course (local or conference)
- \_\_\_ Permanent Course
- \_\_\_ Date(s) to be given
- \_\_\_ Location of Instruction (facility, city, state)
- \_\_\_ Instructor's Name/Professional Affiliation
- \_\_\_ Complete Address and Daytime telephone number
- \_\_\_ Sponsor's method for providing evidence of attendance of the licensee

**If offered By Educational Institution**

\_\_\_\_ College/University  
\_\_\_\_ Course Number, Title, Credits  
\_\_\_\_ Semester /Dates to be taken/or taken

\_\_\_\_ Instructor's Name, Complete Address and Daytime  
Telephone Number

\_\_\_\_ Sponsor's method of providing evidence of attendance of the licensee

**Page 2**

\_\_\_\_ A concise description of the course or activity

**Page 3**

\_\_\_\_ Course Outline/Syllabus distributed by the instructor  
**MUST INCLUDE A DETAILED TIMELINE  
CONTAINING THE TIME INTERVALS OF THE  
CLASS AND TOPICS COVERED DURING EACH  
TIME PERIOD.**

**Page 4**

\_\_\_\_ Brief biography of instructor/one page (if not included in  
in outline / syllabus document)

**INSTRUCTIONS**

**1. Mail your submittal to:**

**Maryland Board of Architects  
500 North Calvert Street  
Room 308  
Baltimore MD 21202-3651  
Telephone: 410-230-6261  
Fax: 410-333-0021**

2. Maintain a copy of your submittal in case the Board finds it necessary to contact you regarding it.
3. Submittals which **are not in accordance** with the above directions **will be returned for correction.**
4. The Board typically meets the fourth Wednesday of each month. Any submission received 15 days prior to the next Board meeting will be considered
5. You will be notified by letter of the Board's decision.