

**KANSAS STATE BOARD OF TECHNICAL PROFESSIONS**  
**FREQUENTLY ASKED QUESTIONS AND ANSWERS**  
**REGARDING CONTINUING EDUCATION**  
785-296-8612    [www.kansas.gov/ksbtp](http://www.kansas.gov/ksbtp)

Q.    What activity counts for continuing education?

A.    A continuing education activity must meet the criteria set forth in the following rules and regulations: K.A.R. 66-14-2(b) states..."Continuing education activity means an activity that enhances a licensee's level of technical, professional, managerial or ethical competence in order to further the goal of protecting the health, safety and welfare of the public. "

K.A.R. 66-14-3 states..."Each of the continuing education activities... shall meet all of the following criteria: (1) The activity has a definable purpose and objective. (2) The program is conducted by a person qualified in the subject area. (3) The licensee retains a record of registration and attendance."

Q.    How many hours of continuing education do I need to obtain?

A.    If you are licensed in one technical profession, you are required to obtain 30 PDH for each two-year renewal period. If you are licensed in more than one profession, you must earn 20 PDH in each technical profession area for each two-year renewal period. While ethical or managerial content could be used for either profession, you will need hours in the area of practice for each profession. If audited, you will be asked for documentation of continuing education for both professions.

Q.    Do I need to contact the Board office to get my continuing education activity approved?

A.    No. According to K.A.R. 66-14-5(b), it is the final authority of the Board of Technical Professions to approve the continuing education credit. However, the present board will not make a determination regarding continuing education activity that is subject to the final ruling of a future board. Therefore, the Board is placing the responsibility on each licensee to use their best professional judgment by reading and utilizing the rules and regulations to determine whether the activity being considered meets the continuing education requirements.

Q.    How do I report my continuing education activity to the Board?

A.    At the time of your licensure renewal, you will certify during the online renewal process that you have complied with the continuing education requirements stated in the rules and regulations. If you are audited and fail to furnish the information that is required by the Board, your license will not be renewed or may be cancelled.

Q.    Do I need to send the Board office documentation that I attended a continuing education activity?

A.    Continuing Education Report forms are available online for you to keep track of your continuing education. If you are being audited, information is mailed to you. Please remember, **DOCUMENTATION SHOULD NOT BE SUBMITTED** unless you are being audited.

Q.    Are carry-over hours allowed?

- A. Yes, if you exceed the 30 PDH requirement, you may carry a maximum of 30 PDH units forward into the next renewal period. There are no carry-over hours allowed from the first reporting period because the licensee is exempt from continuing education requirements if the licensee is renewing for the first time. The maximum carry-over for a dual licensee is 20 PDH in each area for each two-year renewal period.
- Q. How long must I keep my continuing education records for audit purposes?
- A. You are required to maintain your records for at least four years since copies may be requested by the Board for audit verification at any time. This is especially important if you are carrying over any hours into the next renewal cycle. You will have to document carry-over hours if audited.
- Q. I'm a Kansas licensed architect living in Alabama. Do the continuing education hours I obtain for my Alabama license count in Kansas?
- A. Based on Kansas regulation 66-14-10 (a), the continuing education activity you obtain for license renewal in your state of residence will satisfy Kansas requirements. If audited, you will still be responsible for providing documentation of those hours.
- Q. I'm a retired 69 year old professional engineer. Do I need to obtain continuing education?
- A. You may be exempt from continuing education. However, do not request exemption approval in advance. In order to meet the retirement exemption, it depends upon whether you are currently practicing, not how old you are. If you are not currently practicing, you do not need to obtain continuing education. If you return to practice, you must call the Board office and request an application. Complete the application and return it with your CE Report Form showing your 30 PDH's and documentation.
- Q. If I allow my license to lapse, would I need to obtain continuing education hours if I am interested in reinstating my license?
- A. Yes, you would need to obtain all delinquent PDH, not to exceed 30 PDH. Upon proof that you have obtained the required PDH, you would also need to meet the Board's other requirements for reinstating your license. An application for Reinstatement is available on the KSBTP web site at [www.kansas.gov/ksbtp](http://www.kansas.gov/ksbtp).
- Q. I've been called into active military duty. How do I request an exemption from continuing education?
- A. The Board will not be reviewing exemption requests in advance. You would simply fill out the exemption statement on your regular renewal form, and if audited, you would be required to submit appropriate documentation for the Board's review.
- Q. If I am audited and the Board finds I do not have enough PDH for renewal of my license, what happens?
- A. Based on regulation 66-14-12, if the Board does not approve all your PDH, then you will be given 120 days to substantiate the original claim or to earn other PDH to meet the minimum requirement. If this provision is not met, the Board may cancel the license.