

(II) BE PRESENTED IN A WELL-ORGANIZED AND SEQUENTIAL MANNER;

(III) PROVIDE EVIDENCE OF PREPLANNING WHICH MUST INCLUDE THE OPPORTUNITY FOR INPUT BY THE GROUP TO BE SERVED;

(IV) BE CONDUCTED BY PERSONS WHO ARE WELL QUALIFIED BASED ON EDUCATION OR EXPERIENCE; AND

(V) PROVIDE FOR DOCUMENTATION OF AN INDIVIDUAL'S PARTICIPATION INCLUDING INFORMATION REQUIRED FOR RECORD KEEPING AND REPORTING.

(2) A COURSE OR ACTIVITY APPROVED BY THE AMERICAN INSTITUTE OF ARCHITECTS (AIA) AND THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) SHALL BE ACCEPTED AS MEETING THE REQUIREMENTS OF PARAGRAPH (1) OF THIS SUBSECTION.

(3) (I) A COURSE OR ACTIVITY NOT APPROVED BY THIS SUBSECTION, THE AIA, OR NCARB MAY BE GIVEN APPROVAL BY THE BOARD IF THE LICENSEE SEEKING APPROVAL OF THE COURSE OR ACTIVITY SUBMITS A WRITTEN REQUEST TO THE BOARD AND OBTAINS PRE-APPROVAL FROM THE BOARD.

(II) AN INDIVIDUAL SEEKING TO OBTAIN PRE-APPROVAL OF A CONTINUING EDUCATION COURSE OR ACTIVITY SHALL SUBMIT THE FOLLOWING AT LEAST 30 CALENDAR DAYS IN ADVANCE OF THE PROGRAM SO THAT THE BOARD MAY ANALYZE AND RESPOND TO THE INDIVIDUAL:

1. THE NAME, ADDRESS, AND PHONE NUMBER OF THE COURSE OR ACTIVITY SPONSOR;
2. THE NAME OF THE COURSE OR ACTIVITY;
3. A DETAILED DESCRIPTION OF THE COURSE OR ACTIVITY;
4. THE LENGTH OF THE INSTRUCTIONAL PERIOD;
5. THE TOTAL NUMBER OF CONTACT HOURS FOR WHICH CREDIT IS SOUGHT;
6. THE NAME AND ACADEMIC OR PROFESSIONAL CREDENTIALS OF THE COURSE OR ACTIVITY INSTRUCTOR;
7. THE TIME, PLACE, AND DATE OF THE COURSE OR ACTIVITY; AND
8. THE SPONSOR'S METHOD FOR PROVIDING EVIDENCE OF ATTENDANCE.

(III) THE SPONSOR OF A PRE-APPROVED COURSE OR ACTIVITY MAY ANNOUNCE OR INDICATE AS FOLLOWS: "THIS COURSE HAS BEEN APPROVED BY THE MARYLAND STATE BOARD OF ARCHITECTS FOR THE MAXIMUM OF ___ CONTACT HOURS OF CONTINUING EDUCATION."