

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."

(C) (1) IN ACCOUNTING CREDIT, THE BOARD SHALL PROVIDE A SPACE ON THE REGULAR LICENSE RENEWAL FORM FOR THE LICENSEE TO SIGN AS CERTIFICATION THAT THE LICENSEE HAS COMPLIED WITH THE CONTINUING EDUCATION REQUIREMENT OF THIS SECTION.

(2) THE BOARD MAY CONDUCT RANDOM AUDITS TO VERIFY COMPLETION OF THE REQUIREMENT.

(3) IN RESPONSE TO AN AUDIT, A LICENSEE MAY SUBMIT A TRANSCRIPT FROM THE CONTINUING EDUCATION SYSTEM OF THE AIA OR ANOTHER FORM PRESCRIBED OR ACCEPTED BY THE BOARD.

(4) EVIDENCE OF COMPLIANCE SHALL BE MAINTAINED BY THE LICENSEE FOR 2 YEARS AFTER EACH RENEWAL PERIOD.

(5) IF AS A RESULT OF AN AUDIT THE BOARD DISALLOWS ANY CONTACT HOURS, THE LICENSEE SHALL HAVE 6 MONTHS FROM NOTICE OF SUCH