

**KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
STRATEGIC PLANNING COMMITTEE**

November 15, 2023

12:00 P.M.

Kansas Board of Technical Professions Board meetings follow the Kansas Open Meetings Act (KOMA).

Members invited include Kimberly Kramer, Carisa McMullen, Trudy Faulkner, Doug Louis, Brenee King, and William Haverkamp.

Staff invited include Larry Karns, Nicole Turner, Jessica Pierce, and William Skepnek.

Members present were:

Bill Haverkamp, P.S.
Carisa McMullen, L.A.
Kimberly Kramer, P.E.
Trudy Faulkner, Arch.
Doug Louis, P.G.

Members not present

Brenee King, Public Member

Others present were

Larry Karns, Executive Director
Nicole Turner, Asst. Attorney General
Barb Jordan, Administrative Specialist

I. WELCOME

The meeting was called to order at 12:01 p.m.

II. MEETING MINUTES

By motion of Ms. Faulkner, seconded by Mr. Louis, the meeting minutes from the October 18, 2023 meeting were approved with the correction that the Committee wanted to define the word “technical” as it relates to Health, Safety, Property and Welfare.

III. AGENDA

The committee approved the agenda.

IV. IDENTIFY PRIORITIES FOR THE YEAR

a. KSBTP Social Media Use

The Committee discussed drafting a Policy & Procedure for social media use. Ms. Turner will assist in drafting the policy and verify that shutting off comments for social media posts does not have any legal implications. She will see how other agencies are handling social media and if they have a Public Information Officer assigned for that task. Dr. Kramer requested that the Committee brainstorm ideas for potential social media posts and we will discuss at the next meeting.

b. Continuing Education Discussion/Review

By motion of Ms. Faulkner, seconded by Ms. McMullen, the Committee approved the revision of K.A.R. 66-14-2 (f) for the definition of technical as modified.

The Committee wanted to define HSPW. The revision of the regulation is below:

- 66-14-1. Requirements.** (a) Except as provided in subsections (b) and (c), each licensee shall have completed 30 continuing education units (CEUs) of acceptable **technical** continuing education activities during the two-year period immediately preceding the biennial renewal date established in K.A.R. 66-6-6 as a condition for license renewal. At a minimum, 24 of the required 30 CEUs shall be related **in a technical aspect** to health, safety, property, and welfare (HSPW). If the licensee exceeds the requirement in any renewal period, the licensee may carry a maximum of 15 HSPW CEUs forward into the subsequent renewal period. Any licensee may obtain a maximum of 10 HSPW CEUs in any 24-hour period.
- (b) Each licensee renewing a license in more than one profession shall have completed 20 HSPW CEUs for each profession every two years before renewal. At least 16 of the required 20 CEUs for each profession shall be HSPW CEUs. The number of CEUs that may be carried over into the next renewal period for each licensee renewing in more than one profession shall not exceed 15 HSPW CEUs in each technical profession.
- (c)(1) Each professional surveyor shall complete at least two CEUs of preapproved continuing education activity on the Kansas minimum standards adopted by reference in K.A.R. 66-12-1(b).
- (2) Each provider of a continuing education activity on the Kansas minimum standards specified in paragraph (c)(1) shall submit an application for preapproval of the continuing education activity on a form provided by the board.
- (3) To qualify for preapproval, each continuing education activity shall meet the following conditions:
- (A) The continuing education activity has a definable purpose and objective.
- (B) The continuing education activity is created and conducted by a person qualified in the subject area.
- (C) The continuing education activity equals two contact hours.
- (D) A certificate will be provided to the participant upon completion of the continuing education activity. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7013 and 74-7025; effective March 1, 1996; amended Feb. 4, 2000; amended Jan. 23, 2009; amended Dec. 27, 2013; amended Sept. 1, 2015; amended Dec. 4, 2020.)

66-14-2. Definitions. Each of the following terms used in this article of the board's regulations shall have the meaning specified in this regulation:

- (a) "College or university course continuing education unit" means a continuing education unit acceptable to the board for successfully completing a semester credit hour in a course. One semester credit hour shall be the equivalent of 15 CEUs.
- (b) "Contact hour" means one clock-hour of at least 50 minutes of instruction or presentation of a continuing education activity.

(c) "Continuing education activity" means an activity that meets **content directly covering HSPW topics that may receive CEU HSPW credit and must meet the following criteria: ????**

(1) Enhances a licensee's level of technical, professional, ~~managerial~~, and or ethical competence in order to further the goal of protecting, **in a technical aspect** for the health, safety, property, and welfare of the public (HSPW); and

(2) reinforces the need for life-long learning in order to stay current with changing technology, changing procedures, changing processes, and established standards **of practice**.

(d) "Continuing education unit" and "CEU" mean a unit of credit accepted by the board for participation in a continuing education activity as specified in K.A.R. 66-14-3. One contact hour shall be the equivalent of one CEU.

(e) "Sponsor" means an individual, organization, association, institution, or other entity that provides a continuing education activity for the purpose of fulfilling the continuing educational requirements of these regulations. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7013 and 74-7025; effective March 1, 1996; amended Jan. 23, 2009; amended Sept. 1, 2015; amended Dec. 4, 2020.)

(f) **"Technical"** means relating to a particular subject or its techniques that involve applied sciences, having special and usually practical knowledge, especially of a mechanical or scientific subject.

(g) **Health, Safety, Property and Welfare (HSPW)** are defined below:

- 1) **"Health"** means those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites. ???
- 2) **"Safety"** means those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm. ???
- 3) **"Property"** means those aspects of professional practice that protect occupants, users, and any others owning real and/or personal property, buildings or sites from harm. ???
- 4) **"Welfare"** means those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

66-14-3. Continuing education activities. (a) Continuing education activities that meet the continuing education requirement shall include the following:

- (1) Attending professional or technical presentations at meetings, conventions, or conferences;
- (2) attending in-house **technical presentation** programs sponsored by corporations or other organizations;
- (3) successfully completing seminars, tutorials, short courses, correspondence courses, televised courses, or videotaped courses;
- (4) making professional or technical presentations at meetings, conventions, or conferences;
- (5) teaching or instructing, as described in K.A.R. 66-14-5(d);
- (6) authoring published papers, articles, or books;
- (7) serving as an officer or committee member of a technical profession society or organization, as described in K.A.R. 66-14-5(f);

(8) successfully completing a course semester credit hour at an approved college or university; and
(9) successfully completing health, safety, property, and welfare continuing education activities, which shall include instruction in technical and professional subjects that safeguard the public and that are within any of the following areas necessary for the evaluation, design, construction, utilization, planning, engineering, implementation, construction, testing, operation, maintenance,

and renewal of engineered systems in the built environment:

~~(A) Practice management focused on areas related to the management of the licensee's practice and details of running a business;~~

(B) **project management** focused on areas related to the **technical management** of projects through execution, in the profession of the licensee;

(C) programming and analysis focused on areas related to the evaluation of project requirements, constraints, and opportunities;

(D) project planning and design focused on areas related to the preliminary design of sites, buildings, and environmental considerations;

(E) project development and documentation focused on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project;

or

(F) construction and evaluation focused on areas related to construction contract administration and post-occupancy evaluation of projects.

(b) Each of the continuing education activities identified in paragraphs (a)(1), (2), (3), (8), and (9) shall meet all of the following conditions:

(1) The continuing education activity has a definable purpose and objective relevant to the licensee's field of practice.

(2) The program is conducted by a person qualified in the subject area.

(3) The licensee retains a record of registration and attendance. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7013 and 74-

7025; effective March 1, 1996; amended Feb. 4, 2005; amended Jan. 23, 2009; amended Sept. 1, 2015; amended Dec. 4, 2020.)

66-14-5. Computation of credit. Continuing education activities shall be measured in continuing education units (CEUs) and shall be computed as follows:

(a) Successfully completing one contact hour of coursework or seminars at meetings, conventions, conferences, or in-house programs shall be the equivalent of one CEU.

(b) Taking an educational tour of a technically significant project shall be the equivalent of one CEU for each toured project, if the

tour is conducted by a sponsor including a college, university, or professional organization.

(c) Preparation and making presentations, as specified in K.A.R. 66-14-3(a)(4), shall constitute four CEUs for the first contact hour of presentation plus one CEU for each additional contact hour of presentation.

(d) Teaching credit shall be valid for teaching a course or seminar in its initial presentation only. Full-time faculty at a college, university, or other educational institution shall otherwise not receive teaching credit for teaching their regularly assigned courses.

Teaching or instructing a new college or university course for the first time shall be the equivalent of 10 CEUs.

(e) Authoring a published paper, article, or book shall be the equivalent of one of the following:

- (1) 10 CEUs for each book or published paper in the licensee's area of professional practice; or
- (2) five CEUs for each paper or article in the licensee's area of professional practice.
- (f) Serving as an officer or committee member of a technical profession society or public commissions organization shall be the equivalent of two CEUs. Continuing education units shall be limited to two CEUs for each organization and shall not be earned until the completion of each year of service.
- (g) Serving as a mentor or sponsor for the architectural experience program (AXP) of the national council of architectural registration boards (NCARB) shall be the equivalent of two CEUs annually.
- (h) Successfully completing one university semester hour of credit shall be the equivalent of 15 CEUs.
- (i) Successfully completing one contact hour of professional development self-study coursework that is offered by a third-party sponsor with evidence of achievement with a final graded test shall be the equivalent of one CEU. A maximum of five self-study CEUs may be applied in any one renewal period. Proof of course completion shall be required. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7013 and 74-7025; effective March 1, 1996; amended Nov. 2, 2001; amended Feb. 4, 2005; amended Jan. 23, 2009; amended Sept. 1, 2015; amended Dec. 4, 2020.)

66-14-6. Exemptions. To qualify for an exemption from the continuing education requirement, the licensee shall submit an application to the board documenting the existence of one of the following conditions:

- (a) The licensee is renewing for the first time.
- (b) The licensee is called to active duty in the armed forces of the United States for a period exceeding 120 consecutive days in a renewal period. This individual may be exempt from obtaining 15 CEUs of the 30 CEUs required during the renewal period.
- (c) The licensee chooses to have the license placed on inactive status or emeritus status as specified in K.A.R. 66-6-10. If the licensee elects to return to practice, the licensee shall earn 30 CEUs for the last renewal period or shall meet the requirement specified in K.A.R. 66-14-1(b). (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7013 and K.S.A. 74-7025; effective March 1, 1996; amended Feb. 4, 2000; amended Nov. 1, 2002; amended Sept. 26, 2014; amended Dec. 4, 2020.)

66-14-7. Records. (a) Each licensee shall maintain records on forms prescribed by the board to support the continuing education units claimed by the licensee.

The records shall include the following:

- (1) A log showing the type of continuing education activity claimed and the number of CEUs earned; and
- (2) supporting documentation, which may include documentation of either of the following:
 - (A) Presentations or attendance at meetings, conventions, conferences, programs, seminars, and similar functions, which shall be documented by verification records in the form of completion certificates, sign-in sheets, or other documents supporting evidence of attendance;
 - or

(B) authoring published papers, articles, or books, which shall be documented by proof of publication.

(b) Each licensee shall maintain the records specified in subsection (a) for at least four years and shall provide a copy to the board, Kansas State Board of Technical Professions Page 37 of 38 upon request. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7013 and 74-7025; effective March 1, 1996; amended Jan. 23, 2009; amended Sept. 1, 2015; amended Dec. 4, 2020.)

66-14-8. Reinstatement. Any individual may apply for reinstatement of a ~~cancelled canceled~~ license by performing the following:

(a) Submitting an application for reinstatement;

(b) paying the required reinstatement fee; and

(c) providing evidence of obtaining 30 CEUs in the immediately preceding two-year period.

(Authorized by K.S.A. 74-7013;

implementing K.S.A. 74-7025; effective March 1, 1996; amended Dec. 4, 2020.)

66-14-9. Proof of compliance. Each licensee shall provide proof of meeting the continuing education requirements of the board. If the licensee fails to furnish the information required by the board, the individual's license shall not be renewed. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7025; effective March 1, 1996; amended Dec. 4, 2020.)

66-14-12. Disallowance. If the board disallows any continuing education units claimed by an applicant for license renewal or reinstatement, the applicant shall have 120 days after notification of the disallowance to substantiate the original claim or to earn other continuing education units to meet the minimum requirement. (Authorized by K.S.A. 74-7013; implementing K.S.A. 74-7025; effective March 1, 1996; amended Dec. 4, 2020.)

Ms. King recommended defining “technical” should the committee decide to insert it within the regulations in K.A.R. 66-14-2 as (f). The committee also discussed adding a definition of health, safety, property and welfare to K.A.R. 66-14-2(g).

(f) technical relating to a particular subject or its techniques that involve applied sciences. having special and usually practical knowledge, especially of a mechanical or scientific subject.

(g) Health, Safety, Property and Welfare (HSPW) means continuing education content directly covering HSPW topics that may receive CEU HSPW credit and must meet the following criteria:

- 5) Health: Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.
- 6) Safety: Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.
- 7) Property: Those aspects of professional practice that protect occupants, users, and any others owning real and/or personal property, buildings or sites from harm.
- 8) Welfare: Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

V. SCHEDULE NEXT MEETING

The next meeting was not scheduled.

The committee will continue to focus on CEU definitions and clarifications during the next meeting. The committee will also discuss KSBTP's social media policy and procedures.

VI. ADJOURNMENT

The Committee adjourned at 1:11 p.m.