

KSBTTP NEWSLETTER

July 2017—July 2018

The Kansas State Board of Technical Professions routinely releases current news on the homepage of their [website](#). Archived news may be located on the [News Item](#) page. This newsletter highlights news the Board has shared over fiscal year 2018 for your convenience. Find updated Continuing Education Guidelines starting on [page 7](#)!

New Online Form

All contact information for individuals and business entities may now be updated ONLINE through our website! Navigate to <http://ksbtp.ks.gov> then click on Forms > “Update Your Contact Information Online.” A staff member will reply with confirmation of your successful changes within 3 business days. All paper Change of Address Forms will still be accepted.



Landon State Office Building in Topeka, Kansas

Contact Our Staff

[Erin Thompson](#), Administrative Specialist
Changes in contact information, accounting

[Jess McFarland](#), Administrative Specialist
Application inquires and renewals

[Jessica Pierce](#), Public Service Administrator
Exam information and KSS registration, official verification requests, open record requests, continuing education audits, Certificates of Authorization

[Sarah Easter](#), Assistant Director
Licensing program management, KS Secretary of State verifications for business entities, accounting & budget, HR, news and website contact

[Shelby Lopez](#), Executive Director



Current Board Members

Board Chair
Eric Wimmer, Architect



Eric Wimmer

Board Vice Chair
Larry Graham, P.E, P.S.



Larry Graham

Board Secretary
Carisa McMullen, L.A.



Carisa McMullen

P.E./P.S. Committee Chair
Bill Haverkamp, P.S.



William Haverkamp

ARCH/L.A./P.G. Committee Chair
Joe Johnson, Architect



Joe Johnson

Past President (FY18)
Maurice Bowersox, P.E.



Maurice Bowersox

Ed Halloran, Public Member

Dr. Richard Hayter, P.E.

Robert Henthorne, P.G.

Fredrick Laurino, Public Member

John Lilak, P.S.

Vincent Mancini, Architect

Jack Poole, P.E.

2018-2019 Board Meeting Dates:

September 20-21, 2018

December 13-14, 2018

February 14-15, 2019

April 25-26, 2019

July 18-19, 2019

2019 Licensure Ceremony Dates:

February 15, 2019

July 19, 2019

2018-2019 Renewal Dates:

Certificates of Authorization (A-L)

November 2—December 31, 2018

Landscape Architects (A-L)

November 2—December 31, 2018

Land Surveyors (M-Z)

January 30—March 31, 2019

Engineers (M-Z)

March 2—April 30, 2019

Architects (M-Z)

May 2—June 30, 2019

Geologists (M-Z)

May 2—June 30, 2019

Certificates of Authorization (M-Z)

November 2—December 31, 2018

Landscape Architects (M-Z)

November 2—December 31, 2018

NCARB NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS PRESIDENT



Former KSBTP Board Chair **David Hoffman** was inaugurated as the president of NCARB for fiscal year 2019 at the 99th Annual Business Meeting held in Detroit, Michigan in June 2018. As president, the Wichita, KS, architect will lead the organization—which supports 54 U.S. architectural licensing boards—through its centennial year.

During his term, Hoffman will guide efforts to refresh NCARB’s strategic plan, which sets direction for the organization’s new and ongoing initiatives. In addition, the incoming president will lead efforts to further develop NCARB’s continuing education services for both customers and licensing boards.

First appointed to the Kansas State Board of Technical Professions in 2005, Hoffman served as Board Chair from 2010-2011 and was a dedicated member serving on and chairing many state committees for more than a decade. He has volunteered his time to multiple NCARB committees and has held several prestigious positions on the NCARB Board of Directors. Hoffman is also a member of the American Institute of Architects (AIA), having served as the Central States Regional Director and President of AIA Kansas. In 1993, Hoffman elevated to the AIA’s College of Fellows and named an AIA Richard Upjohn Fellow. In 2018, he was granted an honorary credential by the Federación de Colegios de Arquitectos de la República Mexicana (FCARM), NCARB’s regulatory counterpart in Mexico.

Hoffman joined LK Architecture Inc., in 1978 and is a principal and senior vice president. Since 1992, Hoffman has served on several architecture-related advisory boards at the University of Kansas, where he is also a guest lecturer. He has been a member of nine National Architectural Accrediting Board (NAAB) visiting teams. In addition to his leadership of the architecture profession, Hoffman remains actively involved in his local community, serving on the Wichita Area Chamber of Commerce.

“I look forward to working with our Member Boards to serve the architectural community, especially as we celebrate our organization’s first 100 years of service and explore new opportunities to help serve the future of licensure.”

- David Hoffman



OCTOBER 1ST, 2018 WORLD ARCHITECTURE DAY

Photo of Kauffman Performing Arts Center courtesy of VisitKC.com

Celebrating Architecture

World Architecture Day, celebrated on the first Monday of every October, was established in 2005 by the Union International des Architects to “remind the world of its collective responsibility for the future of the human habitat” (Quirk).

In celebration the KSBTP is rejuvenating their Facebook page by inviting everyone to share their favorite architecture or quotes by architects to our Facebook page!

[Click here to view our Facebook page!](#)



Photo courtesy of Eric Bowers Photo

Vanessa Quirk. "Happy World Architecture Day!" 01 Oct 2012. ArchDaily. Accessed 12 Sep 2018. <<https://www.archdaily.com/277569/happy-world-architecture-day/>

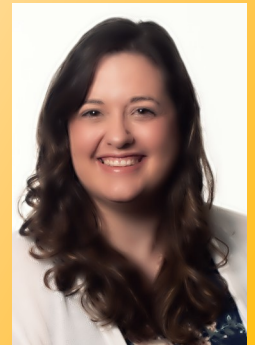


Bennett Retires from Board

The KSBTP thanks Mark Bennett for his 41 years of service to the Board as Litigation Counsel. Bennett, pictured above with his wife, celebrated his retirement from the KSBTP with staff following the December 2017 Board meetings.

Staff Spotlight

Jessica Pierce first temped with the KSBTP in November 2016 and was quickly welcomed on board (pun intended!) as a full-time Admin Specialist processing licensure applications. In 2017 she promoted to Public Service Administrator and now oversees continuing education audits, license verification requests, exams, open records and so much more!



Continuing Education Audits for All Professions

The KSBTP conducts post-renewal audits to ensure compliance with Kansas continuing education rules and regulations. A predetermined percentage of all actively licensed professionals is audited. It is your responsibility to thoroughly review and understand KS CE requirements. If you find yourself lacking the required 30 hours of CE during your renewal period you may choose to renew your license into “Inactive” status by renewing via paper renewal form. For additional guidance please contact KSBTP staff.

KSBTP By The Numbers

License Type	06/30/2017	06/30/2018
Individuals	Number of Licenses	Number of Licenses
Architect	2,838	3,007
Engineer	11,903	12,522
Geologist	371	390
Landscape Architect	653	664
Land Surveyor	612	623
TOTAL	16,377	17,206

Business Entities	Number of Licenses	Number of Licenses
Architect	649	689
Engineer	1,642	1,744
Geologist	71	77
Landscape Architect	174	182
Land Surveyor	91	97
TOTAL	2,627	2,789

Individuals	Resident	Non-Resident
Architect	30%	70%
Engineer	33%	67%
Geologist	56%	44%
Landscape Architect	37%	63%
Land Surveyor	52%	48%



REMINDER TO ALL LICENSEES:

- Sign and date ACROSS your Kansas seal
- Use black or blue ink
- Electronic seals are NOT permitted
- Digital seals are acceptable

Review [seals & signature info](#) on our website!

May 2018 Disciplinary Report

Disclaimer: Every effort has been made to ensure that the following enforcement information is correct; however, this information should not be relied upon without verification from the Kansas board office. It should be noted that the names of companies and individuals listed may be similar to the names of parties who have not had enforcement actions taken against them. Disciplinary orders are public information and copies may be obtained by contacting the board office.

IN THE MATTER OF TODD REYLING

Summary: In November of 2017, Kaskaskia Engineering Group, L.L.C., (KEG) filed a complaint with the Board alleging numerous violations of regulations of professional conduct for engineers found in Kansas Administrative Regulations at 66-6-4. The allegations included claims that Mr. Reyling, while an employee at KEG, solicited (KEG) clients for work that he would perform in his own private capacity and pocket the proceeds. Other allegations include that Mr. Reyling would submit inflated bids while representing KEG and undercut those bids by submitting lower bids in his private capacity. Finally, KEG alleged that Mr. Reyling purloined KEG resources to complete work for his private company and for which KEG was never reimbursed. In addition to filing a complaint with the Kansas State Board of Technical Professions, KEG also sued Mr. Reyling in federal court alleging various federal civil causes of action.

Board Action: The Board determined that Mr. Reyling violated the following ethical regulations:

1. Prior to turning in his notice to terminate his employment with KEG, Mr. Reyling caused the files and drawings related to his unauthorized activities to be forwarded from KEG to his personal email address and he then had the files deleted from the KEG server, without the knowledge, consent or approval of KEG.
2. While still employed with Kaskaskia Engineering Group, Mr. Reyling established a competing business, to wit: Reyling Design and Consulting, LLC, and used KEG's confidential and trade secret information to compete with KEG. While operating this competing business Mr. Reyling attempted to induce, and/or did in fact, induce KEG's clients to sever their business relationship with KEG.

The conduct of Mr. Reyling, as outlined above, constitutes violations of the laws of the State of Kansas as set out in K.S.A. 74-7026(a)(2) & (4) and K.A.R. 66-6-4(f)(1) & (2), (i), (j) and (o)(1) and (2).

Board Sanction: Mr. Reyling agreed to enter into a Settlement Agreement and Consent Order with the Board wherein he admitted the violations. Mr. Reyling also agreed to a fine in the amount of \$5,000.00 and the Boards investigation and litigation expense of \$6,500.00.

Status: The fine and costs have been paid in full.

IN THE MATTER OF WILDHORSE RIVERWORKS, INC.

Summary: Wildhorse Riverworks, Inc., (Wildhorse) was an engineering entity engaged in the reclamation of waterways and wetlands. Wildhorse was listed in the Kansas Register as a qualified entity to provide "on call" engineering services to the Kansas Department of Agriculture. On May 16, 2017 a complaint was filed with the Board alleging that Wildhorse was not licensed in the State of Kansas to practice engineering and that it did not have a certificate of authorization as required by Kansas law. An investigation revealed that Wildhorse Inc. did not, in fact, hold a license to practice engineering in the State of Kansas nor did the company possess a certificate of authorization to provide engineering services in Kansas.

Board Action: The Board determined, through the investigation and an examination of the records that Wildhorse possessed neither a license to practice engineering nor a certificate of authorization for the company to provide engineering services.

Board Sanction: The Board and Wildhorse entered into a Settlement Agreement and Consent Order wherein Wildhorse admitted the violations and agreed to pay a \$500.00 fine.

Status: The fine and costs have been paid in full.

CONTINUING EDUCATION GUIDELINES

Approved at the July 2018 Board Meeting

Table of Contents:

1. Requirements	12. Participation in societies
2. Purpose	13. Pre-approval
3. PDH Definition	14. Audits
4. Rounding PDHs	15. Exemptions
5. Carry over hours	16. Renewal periods
6. Record keeping	17. Inactive status
7. College course credit	18. Reinstatement
8. Short courses/Seminars	19. Expiration
9. Professional service	20. Typical qualifying activities
10. Teaching Credits	21. Typical non-qualifying activities
11. Published materials	

1. **ALL PERSONS LICENSED AS AN ARCHITECT, PROFESSIONAL ENGINEER, PROFESSIONAL LAND SURVEYOR, LANDSCAPE ARCHITECT AND PROFESSIONAL GEOLOGIST** in the state of Kansas must acquire 30 Professional Develop Hours (PDHs) every two years before renewing their license. All licensed technical professionals will be required to document their PDHs by maintaining a list of activities and sign a statement that they have met this requirement before renewing. If the licensee is selected for an audit, he/she will be asked to submit proof supporting the required PDHs.
 - a. See paragraph 20 for a suggested list of typical qualifying PDH activities and paragraph 21 for a list of non-qualifying activities.
 - b. Dual License Requirement: Licensees in more than one profession are required to acquire 20 PDHs for each profession, every two years before renewal.
 - c. Professional Surveyors shall complete two (2) PDHs on the Kansas Minimum Standards, as adopted by K.A.R. 66-12-1, in each two-year renewal period.

2. **PURPOSE** of the Continuing Education requirement is to reinforce the need for lifelong learning in order to stay current with changing technology, equipment, procedures, processes, tools and established standards. Qualifying activities must have a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the practice of a technical profession and necessary to safeguard health, safety, property and welfare. The licensee is given flexibility in selecting among a broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business) or ethical fields. Licensees are encouraged to select meaningful activities which will be of benefit in the pursuit of their chosen field. See paragraph 20 for a suggested list of typical qualifying PDH activities and paragraph 21 for a list of non-qualifying activities.

3. **PROFESSIONAL DEVELOPMENT HOUR (PDH)** is defined as one nominal contact hour of instruction or presentation.
 - a. Seminar example: the maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) PDHs. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. Seminar presenters may attempt to take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the PDH for which the seminar is advertised. This would result in over nine PDHs in an eight-hour period which is not permitted. PDHs cannot exceed the actual contact clock hours.

CONTINUING EDUCATION GUIDELINES

4. **ROUND** off PDHs to the nearest half-hour. No activity under a quarter-hour will be accepted for credit. For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 PDH and an activity of 50 to 60 minutes would be reported as 1.0 PDH.
5. **CARRY OVER HOURS** If you have over 30 qualifying PDHs in your last renewal, a maximum of 15 qualifying PDHs may be forwarded to the subsequent renewal period. If a licensee claims carry over PDHs from the prior reporting period, the Continuing Education Audit Report Form and all attendance verification records for the prior period must also be submitted.
6. **RECORD KEEPING** is the responsibility of the licensee. The required records must be maintained for a minimum of four years for auditing purposes. Examples of records required include, but are not limited to:
 1. Continuing Education Audit Report Form; and,
 2. Attendance verification records in the form of documentation which includes completion certificates, AIA transcript(s), NCEES CPC report(s), signed attendance receipts, a copy of a listing of all attendees signed by a person in responsible charge of the activity or other documentation verifying attendance and PDHs credits earned. If audited, submission of specific information on each activity is required. Simply stating "attending education activities at ABC Company" is not acceptable.
7. **SEMESTER HOUR CREDIT FOR COLLEGE COURSES**— To qualify for this credit, a course must meet regularly and participants tested with a passing grade required. The course must deal with technical/design subjects or business practice, as listed under paragraph 20. One credit semester hour is converted to 15 PDHs or if on a quarterly credit system, 7.5 PDHs per credit quarterly hour.
8. **SHORT COURSES/SEMINARS INTERACTIVE ACTIVITIES**— Active participation and successful completion of short courses or seminars dealing with technical/design subjects sponsored by colleges or universities; technical presentations on subjects which are held in conjunction with conventions or at seminars related to materials use and function; short courses or seminars relating to business practice or new technology and offered by colleges, universities, professional organizations or system suppliers. (One (1) PDH credit for each contact hour.)
9. **PROFESSIONAL SERVICE** to the public that draws upon the licensees' professional expertise on boards or commissions. (A maximum of two (2) PDHs per organization per year.)
10. **TEACHING CREDITS**— Three (3) units are allowed for preparing for each class hour spent teaching technical/design courses or seminars. Credit is allowed for the first occurrence of teaching a course or seminar per two (2) year renewal period. College or university faculty may not claim credit for teaching regular curriculum courses.
11. **PUBLISHED PAPERS, ARTICLES OR BOOKS**— Five (5) PDHs may be claimed for technical/design research which is published or formally presented in a circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. 10 PDHs may be claimed for each published book. (Maximum of ten (10) PDHs per two-year renewal period.)
12. **ACTIVE PARTICIPATION IN PROFESSIONAL AND TECHNICAL SOCIETIES** includes all technical and professional societies, but does not include civic or trade organizations. PDHs are awarded only for those portions of the meeting that meet the requirements of K.A.R. 66-14. Licensees serving as an officer or member of a committee in a technical society or organization shall earn a maximum of two (2) PDHs annually per organization. Licensees serving as a mentor or sponsor for NCARB's Architectural Experience Program (AXP) shall earn a maximum of two (2) PDHs annually. PDH credits are not earned until the end of each year of service is completed.

CONTINUING EDUCATION GUIDELINES

13. **PRE-APPROVAL OF PDH ACTIVITIES:** The Board does not pre-approve courses or activities with the exception of courses or activities related to Kansas Minimum Standards for Boundary Surveys and/or Mortgage Title Inspections and can only distribute information on what is and is not acceptable. With the broad range of opportunities to earn PDHs, it is up to the licensee to determine whether the activity qualifies under this Board's requirements. For example, programs presented on topics that are not relevant to your profession should not be claimed for PDH credit. The Board has final approval of PDH credit.

14. **AUDITS** will be randomly conducted each two-year renewal period to insure compliance with the Board's requirements. If selected for audit, you will be contacted to provide necessary documentation. Your records must be maintained for a period of four (4) years and copies must be furnished, upon request, to the Board for audit verification purposes. If, in its review, the Board finds that a PDH claimed is not acceptable, the Board shall inform the licensee of the criteria that has not been adhered to and he/she will have 120 days from the date of notification in which to substantiate the original claim or to earn other credits to meet the minimum requirements.

15. **EXEMPTIONS** are provided for licensees who have been licensed for less than twelve (12) months; licensees serving honorably on full-time active duty in the armed forces of the United States; and, for those licensees who attest in the required renewal that for not less than twenty-one (21) months of the preceding two (2) year period of licensure, the licensee is a government employee working as a technical professional and assigned to duty outside the United States. If you are exempt, you must complete the renewal form, submit the renewal fee, and attach supporting documentation for the exemption.

16. **RENEWAL PERIOD—** Renewals are biennial. Each licensee whose last name begins with one of the letters A through L shall renew the license in even-numbered years. Each licensee whose last name begins with one of the letters M through Z shall renew the license in odd-numbered years. A written notice will be issued by the board to each licensee during the appropriate renewal year, and not later than 30 days before the following expiration dates:
 - (1) architects, June 30
 - (2) landscape architects, December 31
 - (3) professional engineers, April 30
 - (4) professional geologists, June 30
 - (5) professional surveyors, March 31

To renew, the licensee must have obtained 30 qualifying PDHs within the two years immediately preceding the renewal date. For a renewal to be processed, the licensee must either certify that he or she has completed the required PDHs or elect to place their license in an INACTIVE status. Failure to do either will result in the automatic expiration of the license.

17. **INACTIVE STATUS—** Please note that at the time of renewal, you will have the option of placing your license in an inactive status. You do not have to show completion of any PDHs but you must submit the renewal fee and your renewal form prior to the deadline.

18. **REINSTATEMENT FROM INACTIVE STATUS AND CONTINUING EDUCATION REQUIREMENTS:** If a license is cancelled, a Reinstatement Application must be completed and the applicant must submit proof of 30 qualifying PDHs earned in the previous 2 years from the date of the application for Board review.

19. **EXPIRATION—** Failure to renew shall automatically cause the license to expire and be void. The holder of the expired license or certificate shall have no rights or privileges under such license, but may within the discretion of the Board, be relicensed under the licensee's original license number providing the individual pays the required fee and satisfies the Board of their proficiency.

CONTINUING EDUCATION GUIDELINES

20. TYPICAL QUALIFYING CONTINUING EDUCATION ACTIVITIES

- a. Contact hours in attendance at short courses, seminars, tutorials, workshops, correspondence courses, video courses, webinars or in-house corporate sponsored educational programs or training which relates to the practice of a technical/design professional. Correspondence courses must show evidence of achievement with a final graded test. Acceptable verification: signed completion certificates, sign-in sheets, conference programs. **Attendee lists without signatures, receipts and/or emails verifying registration for an event will NOT be accepted as verification of attendance.**
- b. Attending technical or professional society meetings when a topic related to the licensee's professional practice is presented as a principal part of the program. Acceptable verification: meeting minutes showing attendance and topics of discussion and duration.
- c. Class preparation for post-secondary teaching of design/technical courses for the first time only. Acceptable verification: a catalog offering that contains your name as the instructor; if that is unavailable, provide a letter from the employing agency.
- d. Preparing and conducting presentations at conferences and similar events sponsored by professional organizations for the first time only. (Maximum of three (3) PDHs per one contact hour course or seminar). Acceptable verification: conference programs with your name or a letter from the employing agency.
- e. Computer software instructional courses which directly relate to the licensee's technical profession. Acceptable verification: signed completion certificate.
- f. Management or ethical courses which directly relate to the technical/design profession. Acceptable verification: signed completion certificates, sign-in sheets.
- g. Educational tours of technically significant projects where the tour is conducted by a qualified sponsor such as a college, university or professional organization. Acceptable verification: certificate of attendance or participation with your name or AIA transcript.
- h. Serving as a mentor or sponsor for the Architectural Experience Program (AXP) of NCARB. (Maximum of two (2) PDHs annually). Acceptable verification: NCARB forms that show fulfillment of responsibility as a mentor or supervisor.
- i. Professional service to the public that draws upon the licensee's professional expertise on boards or commissions, such as: serving on planning commissions, park boards, building code advisory boards, urban renewal boards, code study committees, city council, county commissions or state boards. (Maximum of two (2) PDHs annually per organization). Acceptable verification: meeting minutes showing attendance or official document showing leadership role or committee membership.
- j. Self-study courses sponsored by the National Council of Architectural Registration Boards, AIA or similar organizations. Acceptable verification: signed completion certificate or AIA transcripts.

NOTE: event announcements, emails confirming event registration, payment verifications (receipts), "accepted" calendar invites and "my internal learning" logs without accompanying certificates are NOT considered acceptable documentation.

CONTINUING EDUCATION GUIDELINES

20. TYPICAL NON-QUALIFYING ACTIVITIES

- a. Regular employment
- b. Real Estate licensing courses
- c. CPR/First Aid courses
- d. Personal, estate or financial planning
- e. Non-technical computer software courses
- f. Personal self-improvement
- g. Service club meetings or activities
- h. Equipment demonstrations or trade show displays
- i. Topics not relevant to licensee's profession
- j. Enrollment without attendance at courses, seminars, etc.
- k. Repetitive attendance or teaching of the same course
- l. Attending committee meetings or general business meetings of any organization
- m. Conversational language courses for personal use
- m. Tours of site development, buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in the technical aspects of the technical/design profession.

DID YOU KNOW?

Our website is a great resource for continuing education information! The following are links to online resources:

[Continuing Education Guidelines](#)

[Continuing Education Audit Report Form](#)

[Continuing Education Personal Report Form](#)

[Continuing Education Rules and Regulations](#)

[Approved Classes for KS Minimum Standards \(Surveyors\)](#)