

INSTRUCTIONS

CONTINUING EDUCATION AUDIT REPORT FORM

Kansas rules and regulations require that licensed professionals must meet the Kansas continuing education requirements as a condition for renewal of their Kansas licenses. For a licensee holding one license, a minimum of 30 CEUs must be earned in the immediate 24 months prior to the following license expiration date as set forth in [K.A.R. 66-6-6](#):

- (1) Architects June 30;
- (2) landscape architects December 31;
- (3) professional engineers April 30;
- (4) professional geologists June 30; and
- (5) professional surveyors March 31.

A licensee with more than one license must complete 20 CEUs for each license during that period. See [K.A.R. 66-14-1 to 66-14-7](#).

Please list your continuing education activities on the table in chronological order, starting with the earliest. CEUs must be specified for each activity. **Certain limits on the computation of credit are in [K.A.R. 66-14-5](#).**

No more than 10 hours per day are allowed under [K.A.R. 66-14-1\(a\)](#). List each day of a multi-day CE activity on a separate line of the table. Should all CEUs not fit in the table, submit additional copies of the form.

You must attach copies of the required documentation to substantiate the CEUs for which you are requesting credit. See the [KSBTP Continuing Education Guidelines](#) for additional information about what is acceptable as required documentation.

To submit by e-mail, the CE Audit Report Form is required, and all required documentation must be attached as a single PDF. Electronic submissions should be sent to ksbtpadmin@ks.gov.

If using carryover hours from the previous reporting period, you must clearly indicate you are requesting credit for carryover hours and **provide the Continuing Education Audit Report Form and supporting documentation for all CEUs claimed for the previous audit period.**

Kansas regulations require you to retain your original CEU documentation for four years.

Note: Each Professional Surveyor's 30 hours (or 20 hours if holding another KSBTP license) shall include two (2) CEUs on the KANSAS MINIMUM STANDARDS, as adopted by reference in [K.A.R. 66-12-1](#), in each two-year renewal period.

Continuing Education (K.A.R. 66-14) Audit Report Form
Kansas State Board of Technical Professions
900 SW Jackson Street, Suite 507, Topeka, KS 66612

Name on license(s): _____ All KSBTP license #s: _____

* Check Box If Carryover HSPW CEUs	Activity Type (K.A.R. 66-14-3 & 66-14-5)	Date of Activity	Activity: Title/Description	Presenter's Name	Sponsoring Organization	** I Affirm That I Have Attached the Required Documentation	Location of Activity	*** CEUs Earned (Total Appears on Page 4)
	<i>Example 1</i>	<i>12/19/2023</i>	<i>Shearwall design with 2015 SDPWS</i>	<i>Keith Cullum, PE</i>	<i>Simpson Strong-Tie</i>	✓	<i>online</i>	<i>2</i>
	<i>Example 2</i>	<i>12/21/2023</i>	<i>Clean Water Conference</i>	<i>Multiple -- see attached</i>	<i>Safe Water Network</i>	✓	<i>New York, NY</i>	<i>10</i>
	<i>Example 3</i>	<i>8/6/2022</i>	<i>ADA requirements</i>	<i>John Smith, Arch.</i>	<i>Texas AIA</i>	✓	<i>Austin, TX</i>	<i>3</i>

- * Check the box if claiming carryover HSPW CEUs per K.A.R. 66-14-1 and 66-14-3(a)(9).
- ** Examples of documentation are certificates of completion, college or professional organization transcripts, and copies of or links to published articles or books.
- *** K.A.R. 66-14-1(a) limits the maximum number of CEUs per 24-hour period to 10 hours.

