



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF ARCHITECTS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@delaware.gov

Enter Name and Address of Contact to Whom Response Should Be Mailed/Emailed:

Name: _____
Address: _____
City, State, Zip: _____
Email: _____

REQUEST FOR APPROVAL OF CONTINUING EDUCATION COURSE

INSTRUCTIONS

Complete this form to request approval of an organized educational activity for credit toward the required continuing education (CE) for maintaining a Delaware architect license. Either Delaware licensees or program providers may submit a request. Submit this request **no later than ten business days** before the Board's meeting to the address above. **For full details on CE requirements, see Rule 6.2.3 of the Board's [Rules and Regulations](#).**

- Complete request form.
- If request is submitted by a course provider, you will be required to pay the fee online. If a Delaware licensee as a non-provider submits the request, no fee is required.**
- Attach the course outline, brochure or agenda showing breakdown of time allotted for each part of course content.
- Attach a resume or *curriculum vitae* of the instructor.

REQUESTER COMPLETES THIS SECTION

1. Requester (check one): Course Provider Delaware Licensee, non-provider
2. If you are a Delaware licensee requesting approval of a course, enter:
Your Name: _____ Delaware License #: **S5** - _____
3. Name of Course Provider: _____
4. Contact Person: _____ Phone: _____
5. Provider Address: _____
Street City State Zip Code
6. Email: _____ Website URL: _____
7. Course Title: _____
8. Date(s) Offered: _____ **Hours Requested:** _____

BOARD OFFICE COMPLETES THIS SECTION

- Board Review Date: _____
- Approved for:** _____ **hours** **Course Approval Expiration Date:** _____
- Course certificates **must** include all the following:
- Board Review Date
 - "Course Title" as shown above
 - Course Approval Expiration Date
- Tabled – Reason(s): _____
- Denied – Reason: Not directly related to professional growth.
 Other: _____