WASHINGTON STATE DEPARTMENT OF LICENSING
PO Box 9012, Olympia WA 98507

Architect Professional Development Worksheet

20810-CPD

Use this worksheet to track professional development activities.

You may upload this form through your online account.

You must complete a minimum of 24 professional development hours (PDH) each renewal period. At least 16 PDH must address public health, safety, and welfare (HSW) and all activities must have a clear purpose and objective that will maintain, improve, or expand your skills and knowledge relevant to the practice of architecture. Up to 12 PDH over the required hours can be carried forward from the second year of the previous renewal period. See WAC 308-12-260 for examples of qualifying activities.

If you are chosen for an audit, in addition to the list of your PDH activities, the board may request the following documentation:

- Receipts and certificates provided by universities, professional organizations, or other course presenters. (Examples include signed attendance receipts, payment receipts, and certificates of completion and/or continuing education credit reports.)
- Copies of lecture materials, course outlines, agendas, handouts, book covers, articles, or content outlines. If necessary to prove your participation, include corresponding travel receipts or expense reports. For multi-session events, highlight the sessions you attended on the agenda or schedule.
- If the content is not apparent by the course title you must provide information demonstrating how the activity is related to health, safety, or welfare.

For questions or language help call: (360) 664-1388

PRINT or TYPE Name *(Last, First, Middle)*		
License number	Expiration date	Email

Date of activity	Descriptive title (highlight or write the title on your documentation)	Course provider (if applicable)	PDH* (Check box if meets HSW)
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
		Total (minimum 24 PDH, 16 HSW PDH)	

*1 PDH = no less than 50 minutes of instruction

RCW 18.08.430, WAC 308-12-250, 260, 270, 380