



STATE-BY-STATE ANALYSIS OF CONTINUING EDUCATION REQUIREMENTS FOR LANDSCAPE ARCHITECTS

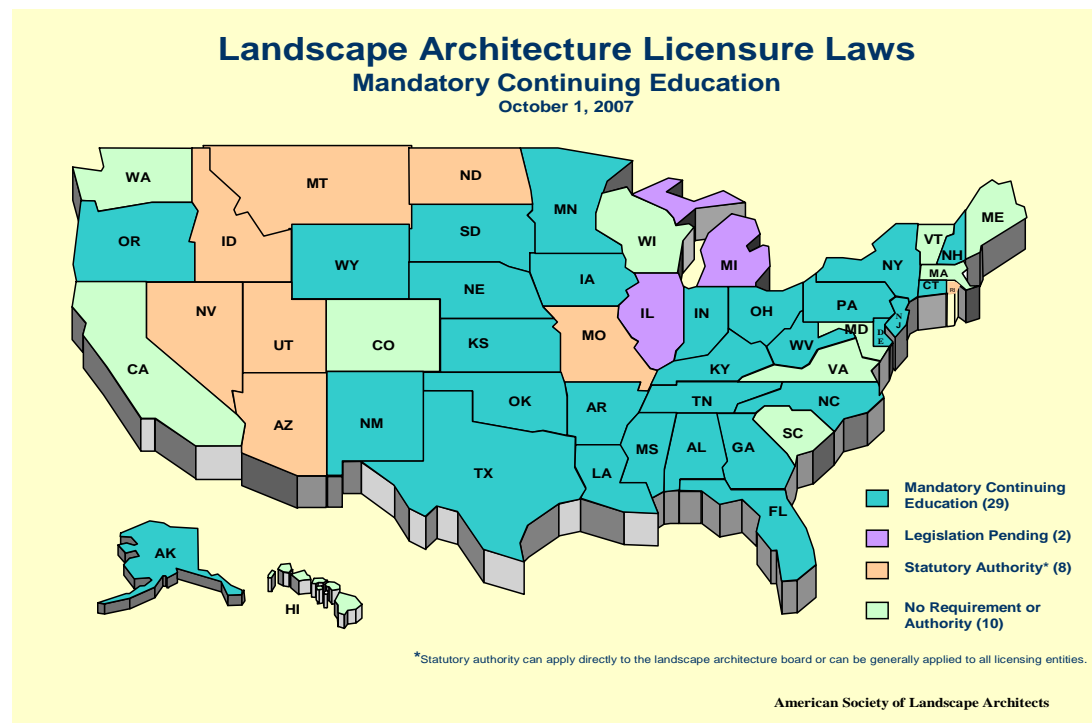
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STATE CONTINUING EDUCATION REQUIREMENTS FOR LANDSCAPE ARCHITECTS

Alabama	Iowa	New Jersey	South Dakota
Alaska	Kansas	New Mexico	Tennessee
Arkansas	Kentucky	New York	Texas
Connecticut	Louisiana	North Carolina	West Virginia
Delaware	Minnesota	Ohio	Wyoming
Florida	Mississippi	Oklahoma	
Georgia	Nebraska	Oregon	
Indiana	New Hampshire	Pennsylvania	

- 29 states currently have continuing education requirements for landscape architects. The Missouri legislature enacted legislation in 2007 to authorize the board to establish continuing education requirements not to exceed 30 hours per biennial renewal period.
- 3 additional states have statutory authority specific to landscape architects, but regulations have not been promulgated: Idaho, Nevada, and North Dakota.
- 4 additional states have general statutory authority provided to various professions, including landscape architecture, but requirements have not been implemented: Arizona, Montana, Rhode Island, and Utah



ALABAMA: 15 PDH/ 1 year

- PDH = Professional Development Hour (not less than 50 minutes of instruction)
- 15 or fewer PDH earned between 10/15 and 12/31 may be carried over to next year
- CE must be "relevant to the practice of landscape architecture and may include technical, ethical or managerial content"

Administration:

- Board appoints CE Committee with 5 members (majority landscape architects)
- Reviews and pre-approves all sponsors and programs
- Establishes methods of documentation to fulfill CE requirements

Activities:

- There must be a clear purpose and objective for each activity that will maintain, improve or expand skills and knowledge prior to initial licensure or to develop new and relevant skills and knowledge
- Completing/ monitoring college*-sponsored courses (also teaching/instructing)
- Completing courses that award CEUs (also teaching/instructing)
- Attending seminars, tutorials, short courses, correspondence courses, televised courses or videotaped courses (also teaching/instructing)
- In-house programs by corporations or other organizations (also teaching/instructing)
- Authoring published papers (upon publication, up to 25 PDH)
- Making presentations at technical meetings (also attending such presentations)
- Semester hour = 45 PDH; quarter hour = 30 PDH; monitoring courses are recorded as 1/3 of PDH (e.g., semester hour = 15 PDH); teaching recorded as 2x PDH
- 1 CEU = 10 PDH

Recordkeeping: Licensee has responsibility for maintaining record, as specified. Must provide sufficient detail to permit audit verification. The information is submitted with renewal application and fee.

Reciprocity: No need to complete AL form if meeting comparable requirements (as determined by board) in another state where the licensee resides.

Exemptions:

- Licensees in the first renewal period
- Non-career military personnel on active duty more than 120 consecutive days
- Licensees employed as a professional landscape architect that have been assigned to duty outside the U.S. for more than 120 consecutive days
- Due to physical disability, illness or other extenuating circumstances, as approved by the board
- Retired licensees or licensees age 65 and over

ALASKA: 24 PDH/ 2 years

- PDH = Professional Development Hour (not less than 50 minutes of instruction)
- 12 PDH may be carried over to the next reporting period
- All CE must be relevant to the practice of landscape architecture and may include technical, ethical or managerial content
- All CE must address the public health, safety and welfare by instructing in the proper planning, design or construction of buildings, structures, infrastructure, or the spaces within and surrounding such facilities so that generally (a) risk to injury to persons is minimized; (b) the results are durable and environmentally friendly; (c) the results function properly in all relevant respects; or (d) the results enhance the general welfare of the public.

Administration:

- Board will audit 5% of renewing licensees after renewals are complete.

Activities:

- There must be a clear purpose and objective for each activity that will maintain, improve or expand skills and knowledge relevant to the practice of landscape architecture
- Completing college-sponsored courses

* Unless otherwise noted in this report, the term "college" refers to all universities and colleges.

- Completing courses that award CEUs
- Attending seminars, in-house workshops and professional or technical presentations
- Short courses, tutorials, correspondence courses, web-based courses, and televised or videotaped courses
- Attending qualifying programs at technical or professional society meetings, conventions, or conferences
- Teaching a professional development course, seminar or professional/technical presentation for the first time (does not apply to full-time faculty)
- Semester hour = 45 PDH; quarter hour = 30 PDH; teaching recorded as 2x PDH
- 1 CEU = 10 PDH

Recordkeeping: Licensee has responsibility for maintaining record, as specified [and available on the board's website](#). Must provide sufficient detail to permit audit verification. The information is submitted with renewal application and fee.

Reciprocity: If a licensee is licensed in another jurisdiction with CE requirements that are substantially similar to or exceed Alaska requirements, the licensee may certify that he/she has met all CE requirements in that jurisdiction. Such licensees must keep a log of CE activities earned from that jurisdiction and make them available if audited.

Exemptions:

- Licensees in the first renewal period
- Military personnel on active duty more than 120 consecutive days in a 12-month period
- Due to physical disability, serious illness, family emergency or other extenuating circumstances, as approved by the board
- Licensees in retired status

Arizona: Licensing statute authorizes the multidisciplinary board to require evidence it deems necessary to establish the continuing competency of licensees as a condition of renewal. It has not yet established CE requirements.

ARKANSAS: 7 CEU/ 1 year

- CEU = 50 minutes of actual course time (not including introductory remarks, meals, breaks, business/administrative matters)
- Licensees may carry over a maximum of one half of the required CEUs to the next period only

Administration:

- Board forms CE Committee, consisting of 3 members (including 2 board members), with supervisory authority over CE
- Board reviews each CEU report, and has the authority to audit any report

Activities:

- ASLA, CLARB, and AIA are approved sponsors (and others may apply to the board for approval)
- Teaching/instructing constitutes 2 CEUs for each hour spent in the first-time presentation (does not apply to full-time faculty at a college or other educational institution)
- Successfully completing one or more college semester/quarter hours in landscape architectural subjects satisfies the CE requirement for the year in which the course was completed
- Seminars, lectures, presentations, workshops or courses at least 50 minutes in length
- Tutorials, short courses, correspondence courses, televised or videotaped courses, monographs and other self-study courses, all of which must provide interaction between participant and instructor/administrator (CEUs determined by sponsor)
- Courses or programs offered by institutions of higher learning, specialty societies, professional organizations and government agencies

Recordkeeping: Documentation must be submitted via form approved by the board, with the annual renewal. Licensees must keep documentation for two years after the January 1 of the year for which the license is renewed.

Exemptions:

- New licensees in the first renewal period
- Retired licensees

- The board may approve other exemptions in cases of hardship (health, military service, or other “good cause”)
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CONNECTICUT: 24 contact hours/ 2 years

- Contact hour = 50 minutes of instruction
- At least 6 CH must be earned by attendance of a live presentation
- No carryover permitted

Activities:

- College courses (semester credit = 45 CH)
- Activities conducted by professional programs or organizations which award CE credits
- Portions of technical meetings or seminars related to the technical element of the practice of landscape architecture
- Preparation and/or presentation of technical research papers at technical meetings
- Participation in the study and examination in technical subjects sponsored by CLARB
- Participation in LARE preparation sponsored by CLARB.

Recordkeeping: Licensee has responsibility for maintaining five-year record, as specified. Licensee may use CLARB record for CE, or submit form provided by the board.

Reciprocity: Credits obtained for the CE requirements of other states shall be accepted if the credits meet the Connecticut standards.

Exemptions: New licensees are not required to meet the provisions for the first biennium in which the licensee is licensed.

DELAWARE: 20 hours / 2 years

- One hour = 60 minutes of instruction
- Courses must have direct relationship to the practice of landscape architecture and contain elements which will assist licensees to provide for the public health, safety, and welfare

Administration:

- Approves CE courses/programs
- Approves self-directed study
- Considers special hardship requests

Activities:

- CE courses offered by ASLA are automatically deemed to qualify for CE and do not need to be submitted to the board for approval
- Active participation in courses, seminars, sessions, programs, or self-directed activities
- Self-directed activities must result in a book draft, published article, delivered paper, workshop, symposium, or public address within the two-year reporting period. Self-directed activities must advance the practitioner's knowledge of the field and be beyond the practitioner's normal work duties. Instructors will not be granted CE credit for studies customarily associated with their usual college instruction teaching loads. A licensee must be pre-approved (submitted 60 days prior to the activity) by the board; however, the board upon review of the completed final project will make determination of credit.

Recordkeeping: Documentation (Verification of CE form) must be submitted on or before 11/1 preceding the biennial date of the licenses. A license may not be renewed unless the board approves 20 hours (or extends due to hardship).

Exemptions:

- New licensees (by exam or reciprocity) in the first renewal period
 - Licensees on inactive status (candidates for reinstatement following inactive status must show 20 hours of CE during the period of inactive status)
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FLORIDA: 16 hours/ 2 years

- One hour = 50 minutes of course attendance
- No carryover permitted
- CE must related to and increase the basic knowledge of landscape architecture
- Each licensee must complete core curriculum or pass the equivalency test of the Building Code Training Program within two years of initial licensure (counts towards total hours required for renewal, including those taking the equivalency test)
- At least two hours must be obtained by attending an advanced or specialized course on the Uniform Building Code
- Two hours must be obtained by attending a course on Florida's laws and regulations affecting the practice of landscape architecture (may be earned by attending four hours of a meeting of the Board of Landscape Architecture, unless licensee is attending for another purpose)
- Courses must fall within one or more of the following categories: (1) consultation, investigation, research, planning, general business, design, preparation of drawings, specifications, contract documents and reports, responsible construction supervision, or landscape management in connection with the planning and development of land and incidental water areas where the dominant purpose of the program is the preservation, conservation, enhancement, or determination of proper land uses, natural land features, ground cover and planting, or naturalistic and aesthetic values; (2) the determination of settings, grounds and approaches for building and structures or other improvements; (3) the setting of grades, the shaping and contouring of land and water forms, determination of drainage, and provision for storm drainage and irrigation systems; (4) the design of such tangible objects and features as are necessary to the purpose; (5) professional practice management; and (6) laws and rules related to the practice of landscape architecture.
- A course that constitutes a sales presentation or promotion is not acceptable.

Administration: The board approves and evaluates CE providers and courses.

Activities:

- Courses in landscape architecture subjects at an accredited college, including junior and community colleges (refers to general accreditation, not LAAB-accredited landscape architecture programs)
- Courses approved by the board and offered by approved CE providers
- Instructors, teachers, lecturers, panelists and discussion leaders for CE purposes are granted twice the CE credits for the first presentation, basic credit for the second presentation, and no credit for any further use of the same material

Recordkeeping: Licensees must submit CE credits from academic institutions within 90 days prior to renewal on November 30 of odd-numbered years (certified transcript).

Exemptions:

- Board is authorized to provide an exemption in hardship or emergency cases
- New licensees (12 or more months) must complete 8 hours of CE
- New licensees (fewer than 12 months) are exempt from CE for the first renewal period

GEORGIA: 12 contact hours/ 2 years

- All activities must consist of subject matter that contributes directly to the professional competence of a licensee in the practice of landscape architecture.

Administration: The board must verify satisfactory requirements of the provisions on a test basis.

Activities:

- Courses/programs offered by institutions of higher learning, specialty societies, professional organizations and government agencies that are developed and conducted by qualified persons and provide the licensee with evidence of attendance or satisfactory completion
- Correspondence courses and independent study programs if the course provides for interaction between the participant and instructor or administrator (this usually takes the form of periodic examinations and must be documented)
- College courses offered in a degree program that is not taken to meet the education requirements for licensure as a landscape architect
- Credit may be awarded for published articles and books if they contribute to the professional competence of the applicant. Credit for preparation of such publications may be given on a self-declaration basis up to 50%

of the total hours required. In exceptional circumstances an applicant may request additional credit by submitting the article(s) or book(s) to the board with an explanation of the circumstances that justify a greater credit.

- Those acting as instructors, discussion leaders or speakers qualify if the course qualifies for those who attend the course (2 hrs CE for each hour of teaching, with no credit for preparation)

Recordkeeping: Licensee has responsibility for maintaining four-year record, with sufficient detail to permit audit verification. The information is submitted with biennial renewal application and fee.

Exemptions:

- Board is authorized to waive requirements in cases of hardship, disability or illness
- New licensees (12 or more months) must complete 6 hours of CE
- New licensees (fewer than 12 months) are exempt from CE for the first renewal period

IDAHO: In the 2003 legislative session, legislation was enacted to, among other things, allow the board to adopt CE requirements. Rules have not yet been promulgated.

INDIANA: 24 contact hours/ 2 years (effective for period ending 12/1/07)

- Credit will not be given for activities completed before July 1, 2005
- Contact hour = 60 minutes of educational activity with 50 minutes of instructional content
- No carryover permitted
- 16 hours must be related to health, safety and welfare issues
- 16 hours must be obtained in structured educational activities
- The rules, including the definitions, are designed to apply to both landscape architects and architects

Administration:

- Requires, every two years, the board to randomly audit for compliance more than 1% but less than 10% of the landscape architects required to complete CE courses
- Authorizes the board to audit continuing education providers

Activities:

- Deems activities offered by ASLA as meeting the requirements
- 'Health, safety and welfare' is defined as 'the planning and designing of buildings and structures and the spaces within and surrounding the buildings and structures that: (1) minimize the risk of injury to persons or property and comply with applicable building and safety codes; (2) are durable, environmentally friendly, cost effective, and conserve resources; (3) are aesthetically appealing; (4) function properly in all relevant respects; and (5) enhance the public's overall sense of well-being, harmony, and community and integrate effectively with the surrounding environment. Topics include:
 - Codes, statutes and regulations governing practice
 - Environmental and ecological resources
 - Professional ethics
 - Indiana licensing statutes and rules
 - Legal aspects of contracts, documents, insurance, bonds and project administration
 - Construction documents and services
 - Materials and methods
 - Mechanical, plumbing, electrical and life safety
 - Structural technology
 - Energy efficiency
 - Project administration
 - Accessibility issues
 - Security and safety issues
 - New technical and professional skills
- The following meet the requirement for structured educational activities:
 - College-sponsored short courses or seminars on landscape architectural subjects
 - College-sponsored credit courses dealing with landscape architectural subjects (semester hour=15 CH; quarter hour=10 CH)

- Presentations held in conjunction with meetings, conferences or conventions of landscape architect professional organizations recognized by the board (educational program only)
- Short courses or seminars relating to professional practice or new technology offered by colleges, professional organizations, or system suppliers
- Teaching or instructing a landscape architecture course, seminar, lecture, presentation, or workshop (3x credit for the initial presentation only; maximum 9 CH/biennium)
- Landscape architectural research that is published or formally presented to the profession or public (maximum 9 hours/biennium)
- Structured self-study courses, presented by correspondence, Internet, television, video or audio, ending with an examination or other verification process
- Educational tours of landscape architecturally significant projects, where tour is sponsored by a college, professional organization or system supplier (maximum 8 CH/biennium)
- Professional service to the public that draws upon the licensee's professional expertise on boards and commissions, such as planning commissions, building code advisory boards, urban renewal boards, code study committees, regulatory boards and professional accreditation teams (maximum 8 CH/biennium)
- The following individually planned educational activities may qualify for a maximum of 8 CH in the two-year renewal period:
 - Planned activities related to landscape architecture, including business and practice efficiency, business development, personal improvement, and new skills
 - Actively participating in a technical or professional society or organization, which must consist of serving as an officer or serving on a committee of the organization (2 CH are earned for one full year of service, with the maximum set at 2 CH)

Recordkeeping: Licensee has responsibility to maintain copies of certificates of completion for CE courses for 3 years after the end of the licensing period for which the continuing education applied. The licensee must provide the board with copies of the certificates of completion upon the board's request for a compliance audit using between 1-10% of licensees required to take continuing education courses..

Reciprocity: Allows the board to accept credit toward CE through courses accepted for credit toward CE in other states.

Exemptions:

- New licensees are not required to meet the provisions for the first biennium in which the licensee is licensed
- Licensees serving in the U.S. armed forces
- Licensees incapacitated by illness or injury
- Licensees may apply for a waiver for other circumstances
- Licensees under inactive status

IOWA: 24 contact hours/ 2 years

- Contact hour is defined as the typical 50-minute classroom instructional session or its equivalent
- No carryover permitted
- All CE must be in health, safety and welfare subjects acquired in structural education activities
- Examples of health, safety and welfare subjects include design, environmental systems, site design, land use analyses, landscape architecture programming, grading and drainage, storm water management, erosion control, site and soils analyses, accessibility, building codes, review of state registration laws including the rules of professional conduct, evaluation and selection of products and materials, cost analysis, construction methods, contract documentation, construction contract administration, construction administration, construction-phase office procedures, and project management.

Administration: Licensee forms may be selected for review by the board for verification of compliance with these requirements.

Activities:

- 'Structured educational activities' means activities in which the teaching methodology consists primarily of systematic presentation of information by qualified individuals or organizations including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops, and other means through which identifiable technical and professional subjects are presented in a planned manner

- 'Individually planned education' means activities in which the licensee personally addresses subjects that are not systematically presented by others, including reading or writing articles on such subjects; studying or researching landscape architecture, designs or building types; rendering services to the public; advancing the profession's and public's understand of the practice of landscape architecture
- Short courses or seminars dealing with landscape architectural subjects and sponsored by colleges or professional organizations
- Presentations on landscape architectural subjects that are held in conjunction with conventions or at seminars related to materials use and function. Such presentations as those presented by ASLA, CLARB, Construction Specification Institute, Construction Products Manufacturers Council or similar organizations devoted to landscape architecture education may qualify.
- Short courses or seminars relating to business practice or new technology and offered by colleges, professional organizations or system suppliers
- Presenting or instructing courses or seminars in landscape architecture (3 preparation hours for each class hour spent teaching landscape architectural courses or seminars). College faculty members may not claim credit for teaching regular curriculum courses.
- Professional service to the public which draws upon the licensee's professional expertise on boards and commissions such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees
- Landscape architectural research which is published or is formally presented to the profession or public (credit may be claimed after publication or presentation of research)
- Landscape architectural self-study courses presented in a written format or via the Internet, television, video, or audio, such as those sponsored by ASLA, CLARB, or similar organizations (maximum of 6 hours). These courses must conclude with an examination or other verification of course completion.
- College courses dealing with landscape architectural subjects or business practice
- Educational tours or landscape architecturally significant areas, where the tour is sponsored by college or professional organizations and verification of participation is provided by the tour sponsor (self-guided tours do not qualify)
- Attending in-house educational programs, including dinner, luncheon, and breakfast meetings

Recordkeeping: Licensees must file a signed report on completed CE with the renewal application. Licensee has responsibility for maintaining two-year record, which includes the following for each item: school, firm or organization conducting the course; location; title and description of content; instructor; date; hours claimed. Evidence must include verification of attendance by someone other than the licensee.

Reciprocity: Deems compliance with the provisions if the individual resides in another state having CE requirements and meets those requirements.

Exemptions:

- New licensees (12 or more months) must complete 12 hours of CE
- New licensees (fewer than 12 months) are exempt from CE for the first renewal period
- Authorizes the board to exempt individuals in cases involving physical disability, illness, hardship, or extenuating circumstances
- Licensees in active military service
- Government employees working in the person's licensed specialty and assigned to duty outside the United States
- Licensees who have been granted inactive status and a waiver from CE requirements

KANSAS: 30 PDH / 2 years

- PDH = a contact hour of not less than 50 minutes of instruction or presentation.

Administration: The board has the power to audit licensee records.

Activities:

- Activities must maintain, improve, or expand technical professional skills and knowledge obtained before initial licensure or develop new and relevant technical professional skills and knowledge
- Activities must: have a clear purpose and objective; be well-organized, presented in a sequential manner, and provide evidence of pre-planning; be presented by persons who are well-qualified by education or

experience in the field being taught; and provide individual participant documentation for recordkeeping and feedback

- Attending professional or technical presentations at meetings, conventions or conferences
- Attending in-house programs sponsored by corporations or other organizations
- Successfully completing seminars, tutorials, short courses, correspondence courses, televised courses or videotaped courses
- Making professional or technical presentations at meetings, conventions or conferences
- Teaching or instructing (2 PDH for each contact hour spent in the classroom for the initial presentation only; full-time faculty do not receive credit for regularly assigned courses)
- Authoring published papers, articles or books (10 PDH)
- Actively participating in a technical profession society or organization as officer or member of committee (2 PDH)
- Successfully completing college sponsored courses (semester hour=45 PDH; quarter hour=30 PDH)
- Successfully completing courses which are awarded CEUs
- Actively mentoring individuals who are preparing for licensure (5 PDH/year)

Recordkeeping: Licensee has responsibility for maintaining four-year record, with sufficient detail to permit audit verification. Records must include a log showing the type of activity claimed, the sponsoring organization, location, duration, instructor, and PDH earned. Attendance verification records (completion certificates or other documents) must also be kept for supporting evidence. The licensee must provide proof of compliance with license renewal application.

Reciprocity: Deems compliance with the provisions if the individual resides in another state having CE requirements and meets those requirements.

Exemptions:

- New licensees upon the first renewal
- Licensees called to active duty in the U.S. armed forces for more than 120 consecutive days in a calendar year (may be exempt from obtaining the 15 PDH required only during that year)
- Licensees that experience physical disability, illness, or other extenuating circumstances and who are not practicing landscape architecture
- Retired licensees

KENTUCKY: 15 CE hours / 1 year

- 15 or fewer hours may be carried over to the subsequent year (excludes tour hours)
- "Continuing education hour" = 50 minutes of instruction

Administration:

- Board has the power to audit licensee records
- Directs the board to require between 5 and 15 percent of licensees (randomly chosen) to furnish documentation of CE
- Board responsible for approval of CE programs (initiated by sponsor of program)
- Board responsible for pre-approval of self-directed study or credits for tours

Activities:

- Continuing education shall maintain, improve or expand skills and knowledge obtained prior to initial license or develop new and relevant skills and knowledge
- An activity approved by the board
- College course (quarter hour = 30 CE hours; semester hour = 45 CE hours)
- Teaching a CE course (2x credit without repeat credit given)
- Tours (at one-half credit) if the licensee has submitted the tour for approval by the board

Recordkeeping: Licensees must submit record of CE with annual license renewal on specified form. Licensee has responsibility for maintaining two-year record, with sufficient detail to permit audit verification. Information must include the name of activity, date, location, and hours earned.

Reciprocity: Deems compliance if the licensee meets all of the requirements under the regulations.

Exemptions:

- New licensees in the first renewal period
 - Licensees with an inactive license
 - Licensees employed or assigned to duty outside the U.S. for more than 120 consecutive days during the calendar year
 - Licensees unable to complete the requirements due to physical disability, personal illness, or illness of a family member or dependent
-

LOUISIANA: 8 credit hours/ 1 year

- Effective for the reporting period that ends in 2008.
- Credit hour = contact hour of at least 50 minutes of instruction or presentation
- Licensees may carry over 4 hours to the next renewal period
- CE must directly benefit the health, safety, or welfare of the public

Administration

- Creates a standing continuing education committee with three elected licensed landscape architects, plus two staff members (election concurrent with balloting for members of the Louisiana Landscape Architects Selection Board)
- Commission staff will make initial determination as to whether an activity may qualify. If staff determines that an activity may not qualify, it is forwarded to the full committee for review and determination. A licensee may appeal the decision of the committee to the Horticulture Commission, in accordance with the Administrative Procedure Act.
- The Commission will conduct an annual audit, either by cross-section or random. Licensees who are audited must submit documented proof of the CE credits from that year.

Activities

- Annual professional meetings, lectures, seminars, workshops, conferences, university or college courses, in-house training, and self directed activities.

Recordkeeping: Licensees must submit written certification that the licensee has completed CE requirements with annual license renewal. Licensees has responsibility for maintaining a three-year record, which must include attendance records (or an approved substitute for attendance)

Reciprocity: The rules provide for “approved substitute for attendance.”

Exemptions: Licensees may submit written request for an approved substitute for attendance or a hardship exemption (or extension).

MINNESOTA: 24 PDH/ 2 years

- PDH = contact hour of at least 50 minutes of instruction or presentation
- Licensees may carry over 12 PDH to the next renewal period
- CE must directly benefit the health, safety, or welfare of the public
- Practitioners may pursue technical, nontechnical, regulatory, ethical, and business practice needs for a well-rounded education provided the education directly benefits the health, safety, or welfare of the public

Activities:

- All activities must have a clear purpose and objective that will maintain, improve or expand skills and knowledge obtained prior to licensure or develop new and relevant skills and knowledge. The content of each presentation must be well organized and presented in a sequential manner. There must be evidence of preplanning, including the opportunity for input by the target group to be served. Those who are well qualified by education or experience must make the presentation. Each activity must provide for documentation of the licensee's participation, including information required for recordkeeping and reporting.
- Completing or auditing college-sponsored courses
- Completing self-study college or non-college-sponsored courses, presented by correspondence, Internet, television, video, or audio, ending with examination or other verification processes
- Participation in seminars, tutorials, televised or videotaped courses, or short courses
- Attending self-sponsored and prepared in-house educational programs

- Completing a study tour with a structured program resulting in a written or visual presentation by the licensee
- Presenting or instructing qualifying courses or seminars (PDH may be earned for preparation time for the initial presentation)
- Authoring published papers, articles, or books (PDH earned may equal preparation time spent, may be claimed only after publication, and claimed for authorship or presentation, but not both)
- Participating in professional examination grading or writing (maximum 5 PDH/biennium)
- Providing professional service to the public which draws upon the licensee's or certificate holder's professional expertise on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards, or non-work-related volunteer service (maximum 10 PDH/biennium)
- Patents, after they are granted (10 PDH)

Recordkeeping: Licensee has responsibility for maintaining two-year record, including detailed records of courses and activities.

Reciprocity: Deems compliance if the licensee is licensed in another state and has met requirements found acceptable by the board. Licensee is still bound by recordkeeping requirements.

Exemptions:

- New licensees in the first renewal period
- Licensees who have experienced a serious illness, injury, or other extenuating circumstances during the biennial renewal
- Licensees who, for a period of time exceeding 120 consecutive days, serve honorably on active duty in the military services where such activity restricts participation in a CE program

MISSISSIPPI: 24 CEU/ 2 years

- CEU = Continuing education unit equal to 50 minutes
- All CEUs must be obtained in health/safety/welfare course study that is presented by individuals or groups qualified by professional, practical or academic experience to conduct courses of study.
- At least 16 CEUs must be in structured course work, with no more than 8 CEUs in self-directed activities
- Licensees may carry over a maximum of 6 CEUs to the next renewal period
- Licensees applying for reinstatement must show 24 CEUs within the two years prior to application

Administration:

- Establishes a CE Committee that consists of the members of the Landscape Architecture Advisory Committee
- Each affidavit must be reviewed by the committee and may be subject to audit

Activities:

- Examples of HSW topics include, but are not limited to, site design, environmental or land use analysis, life safety, landscape architectural programming, site and soils analysis, accessibility, structural systems considerations, lateral forces, building codes, storm water management, playground safety, evaluation and selection of building systems, products or materials, construction methods, contract documentation, construction administration, and building design.
- Structured course study is defined as participation in educational activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study. Structured activities include:
 - attending professional or technical presentations at meetings, conventions, or conferences
 - attending in-house programs sponsored by corporations or other organizations
 - successfully completing seminars, tutorials, short courses, on-line courses correspondence courses, televised courses, or videotaped courses
 - successfully completing courses that are awarded continuing education credits by the provider
- Self-directed activities are defined as course study that encourages flexibility of study by licensees, including but not limited to educational activities such as self-study courses sponsored by professional associations, organized individual or group study of professional specialization topics, or reading specific professional oriented books and articles. Self-directed activities include, but are not limited to:
 - Reading books or magazine articles
 - Visiting architecturally significant sites

- Viewing video presentations
- Making professional or technical presentations at meetings, conventions or conferences or teaching/instructing a qualified presentation (initial presentation only – does not apply to full-time college/university faculty unless establishing a new course)
- Authoring published papers, articles or books
- Actively participating in a technical professional society or organization as an officer or committee member
- Participating in activities that contribute to the welfare of the community and are directly related to the practice of landscape architecture

Recordkeeping: Licensees must submit an affidavit with the biennial renewal application. Licensee has responsibility for maintaining two-year record. Upon audit, proof of fulfillment may include certificates, or a combination of receipts showing payment or registration, letters, travel receipts, agendas, copies of articles or book covers or other documents that prove the licensee's participation.

Exemptions:

- New licensees by exam or reciprocity through the application for the first renewal period
- Emeritus status landscape architects
- Civilians who serve on active duty in the U.S. military for a period of time exceeding 180 consecutive days during the biennial report period
- Hardship cases will be considered by the committee on an individual basis

MISSOURI: Statute authorizes the board to establish mandatory continuing education requirements not to exceed 30 hours per biennial renewal period. Regulations are in development.

MONTANA: General licensing statute authorizes the board to require licensees to participate in flexible, cost-efficient, effective and geographically accessible continuing education. The board has not yet established any requirements.

NEBRASKA: 15 contact hours/ 1 year

Administration:

- Directs the board to appoint a 3-member Peer Review Committee to review the required CE documentation submitted by each licensee, then report to the board its recommendations regarding licensee compliance with the CE requirements
- Licensee CE reports may, at the request of the board, be selected for an audit

Activities:

- Appropriate subjects include consultations, investigation, research, planning, design, preparation of drawings, specifications, contract documents, reports, responsible construction observation or landscape management, in connection with the planning and development of land and incidental water areas where the primary purpose of the program is the preservation, conservation, enhancement or restoration of landscape systems, plant communities or aesthetic values, or the determination of proper land uses and land development
- CE must be earned at collegiate level institutions, or through professional level seminars, conferences, study tours and self-paced CE programs offered for the purpose of keeping the licensee apprised of advancements and new developments in the professional service areas
- Professional personal development of leadership, creativity, communication and computer application skills as they relate to the practice of landscape architecture
- Professional practice management including project management, quality assurance, supervision of technical staff and business ethics
- Up to 4 CH may be obtained through self-study courses, including include reading professional journals, periodicals or professional oriented books and visits to sites for observation of landscape architectural projects, research projects, ecological or land restoration projects and natural environmental areas

Recordkeeping: Licensee has responsibility for maintaining two-year record. The forms must be submitted with the annual renewal.

NEVADA: In 2001, the board was been given the authority to implement CE requirements, but has not yet done so.

NEW HAMPSHIRE: 30 hours/ 2 years

- 15 hours may be carried over to the next reporting period.

Administration:

- Requires the board to randomly audit for compliance at least 5% of the licensees each year

Activities:

- Must be relevant to the practice of landscape architecture, including technical, ethical or managerial content
- Content must be well organized and presented in a sequential manner and have a provision for individual participant course/program registration, including information required for recordkeeping and reporting.
- Activity on a state or national board of licensure (maximum 6 hours)
- One college semester hour = 45 hours
- One college quarter hour = 30 hours
- One continuing education unit = 10 hours
- Course work, seminars or professional technical presentations made at meetings, conventions, or conferences for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings shall earn CE hours for the actual time of each program. Teaching/instructing is given twice the CE hours as participants for the first time only (does not apply to full-time faculty).
- Publishing landscape architecture text book (30 hours)
- Publishing landscape architecture paper or article (2 hours/article; maximum 6 hours)
- Active participation (serving as an officer or actively participating in a committee) in professional or technical societies (maximum 2 hours)
- Patent (10 hours)
- Active participation as member or alternate of a planning board, zoning board of adjustment or conservation commission (6 hours)

Recordkeeping: Licensee has responsibility for maintaining four-year record, including log of activity, sponsoring organization, location, instructor's name, and hours earned. Record should also include attendance verification records, such as signed attendance receipts, paid receipts, or a copy of listing of attendees signed by a person sponsoring the program. The forms must be submitted with the annual renewal.

Exemptions:

- Licensees who serve on temporary active duty in the U.S. military for a period of time exceeding 120 consecutive days in a year are exempt from the CE requirements for that year
- Hardship cases will be considered by the committee on an individual basis

NEW JERSEY: 24 hours / 2 years

- No carryover permitted
- Licensees applying for reinstatement must complete all CE credits required for the lapsed period.
- Suitable programs include any of the subjects tested by the LARE, such as professional practice, design (conceptual site design, planting design, comprehensive site design), communication, or design implementation (grading construction details, layout).

Administration:

- Committee must maintain a list of approved programs or courses
- Licensees are subject to audit by the committee
- Program sponsors are responsible to submit, at least 60 days prior to offering a course or program, a detailed description of program content and the number of hours of instruction and a summary of each lecturer's qualifications. A sponsor must monitor the attendance at each approved program and furnish to each enrollee a verification of attendance. Sponsors are prohibited from excluding non-members from the

program, but are allowed to impose a reasonable differential in fees based upon membership within a group or association.

Activities:

- Seminars, conferences and other programs offered for the purpose of keeping the licensee apprised of advancements and new developments in the profession.
- Graduate coursework relevant to landscape architecture beyond that required for licensure, at college-sponsored programs or at college level (maximum 9 hours/course)
- Note that amendments to the regulations removed several categories of acceptable activities, including teaching and publication in a professional journal.

Recordkeeping: Licensee must certify on a board-specified form that the person has completed the requirement. Licensee has responsibility for maintaining five-year record. Licensee may obtain approval for attendance at a seminar, conference or other program that meets the committee's CE requirements. For approval prior to attendance at a seminar, conference or other program, the licensee must submit a descriptive outline of the program or a description as prepared by the sponsor (including dates and hours) 60 days prior to enrollment. For approval subsequent to attending a seminar, conference or other program, the licensee shall submit to the committee a descriptive outline of the program or a description as prepared by the sponsor, including dates and hours together with written verification of attendance.

Reciprocity: If a licensee submits proof that his/her primary practice is in another state with CE requirements, and that the other state requires review and approval of CE substantially equal to the requirements imposed by New Jersey, then the licensee may satisfy the NJ requirements by demonstrating that he/she has completed the CE requirements in that state.

Exemptions:

- New licensees in the first renewal period
- Authorizes the committee to waive or modify CE requirements on an individual basis for reasons of hardship, such as severe illness or disability which prevents attendance at or completion of CE, or military service or other good cause

NEW MEXICO: 30 contact hours / 2 years

- Contact hour = at least 50 minutes of instruction or participation
- Excess hours may not be carried forward to subsequent reporting periods

Activities:

- Courses must be relevant to the design professions that are recognized as landscape architects, interior designers, engineers, and architects
- College courses (3 semester hours = 30 CH; 3 quarter hours = 20 CH)
- Professional development in course work, seminars, professional conventions, workshops related to design professions (landscape architecture, interior design, engineering or architecture)
- Teaching credit is valid for teaching course or seminar for the first time only (15 CH)
- Each published professionally related paper, article, or book (10 CH)
- Professional presentations when presented at a national, state, regional or municipal program for the first time only (3 CH)
- Serving on federal, state or municipal boards and commissions as a design professional where one is elected or appointed (1 CH /month of service; maximum of 24 CH /biennium)
- Active participation in professional and technical societies and their committees (4 CH /biennium)
- Committee chair or elected official of a professional technical society (8 CH /biennium)
- Active participation in a public board specifically related to the practice of landscape architecture (non-salary; 8 CH /biennium)
- Business related courses (10 CH /biennium)
- Self improvement courses (6 CH /biennium)
- Short subjects for design professionals
- Educational travel/independent study credit (8 CH /event; 16 CH /biennium)

Recordkeeping: Licensee has responsibility for maintaining four-year record, with sufficient detail to permit audit verification. The record must include a log showing the subject and type of activity claimed, the sponsoring organization, location, duration, instructor's name and the hours earned for the activity. Licensee must provide proof

of compliance with license renewal application. Copies of records may be requested by the board for audit verification purposes.

Exemptions:

- New licensees whose first renewal is earlier than one year from the original date of licensure
- Licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the board
- Licensees assigned to active military duty for more than 120 consecutive days are exempt from 15 hours required during that period

NEW YORK: 36 hours / 3 years

- Once continuing education hour = 50 minutes of study.
- Requirements go into effect on January 1, 2007, and will be phased in over a three-year period, adding one hour each month (e.g., Renewals in February 2007 will need one hour; renewals in March 2007 will need two hours, etc.).
- 24 hours must be in the areas of health, safety and welfare
- Up to 18 hours may be earned in non-course activities
- Acceptable continuing education must be taken only from approved providers. ASLA National is working at this time to become an approved provider, plus also applying with AIA/CES to become a passport provider in order to expedite the acceptance of ASLA continuing education programs at the national and chapter levels. The following entities are providers approved by New York:
 - AIA/CES
 - International Association for Continuing Education and Training
 - The Practicing Institute of Engineering
 - Colleges, universities and other degree granting institutions offering degree (e.g. AAS, BS, MS), certificate or diploma programs carrying degree credit that are registered by the State Education Department or have authority to offer equivalent programs accredited by an acceptable accrediting agency (e.g., LAAB)
- Excess hours may not be carried forward to subsequent reporting periods (continuing education earned in 2006 can apply to the 2007-2009 period)
- Licensees must pay an additional \$45 continuing education fee upon license renewal

Administration:

- Department approves providers. All courses must be taken from approved providers (see above). The fee for making such application to become a state-approved provider is \$900.

Activities:

- Courses of learning and educational activities that contribute to professional practice in landscape architecture and fall under the following areas: code of ethics; codes, acts, laws, and regulations governing the practice of landscape architecture; construction administration, including the administration of construction contracts; construction documents; environmental process and analysis; erosion control methods, including stormwater management as is incidental and necessary to the practice of landscape architecture; design of environmental systems and use of site materials and methods of site construction; grading and natural drainage; horticulture; irrigation methods; land planning and land use analysis; landscape preservation, restoration and adaptive reuse; natural hazards-impact of earthquake, hurricane, or flood related to site design; New York State Building Code as it affects landscape architecture; resource conservation and management; site accessibility, including Americans with Disabilities Act standards for accessible site design; site and soils analysis; site design; site security and safety; specifications writing; surveying methods and techniques as they affect landscape architecture; sustainable design, including techniques related to energy efficiency; vegetative management; wetlands; zoning as it relates to the improvement and/or protection of the health, safety and welfare of the public; or other matters of law and ethics which contribute to the public health, safety and welfare. Activities may also include other topics that contribute to the professional practice of landscape architecture as it is defined by New York Law.
- At least 18 hours must be in "courses of learning," defined as college courses (semester hour= 15 CE hours; quarter-hour= 10 CE hours), professional development, and technical training courses related to the practice of landscape architecture.
- The following methods of learning are permitted, but may not exceed 18 hours:
 - Preparing and teaching a course offered by an approved CE sponsor to landscape architects, provided that the course has not been taught by the licensee more than once without presenting

new or revised material (Actual instructional time plus up to 2 additional preparation hours or each hour of presentation)

- Authoring an article published in a peer-reviewed journal or a published book (9 hours for each work)
- Making a technical presentation at a professional conference sponsored by an organization that is an approved CE sponsor (Actual instructional time plus up to 2 additional preparation hours or each hour of presentation)
- Obtaining patent related to the practice of landscape architecture (9 hours per patent)
- Self-study program, meaning structured study, provided by an approved CE sponsor, that is based upon audio, audio-visual, written, on-line, and other media, and does not include live instruction, transmitted in person or otherwise, during which the student may communicate and interact with the instructor and other students
- Educational tour, meaning a structured tour provided by an approved CE provider

Recordkeeping: Licensees provide certification to the department upon renewal that they have complied with the requirements. Licensees must maintain adequate documentation of completion of acceptable CE and education activities and shall provide such documentation at the request of the department. Licensee has responsibility for maintaining six-year record.

Exemptions

- New licensees in the first renewal period (does not apply to new licensure by reciprocity)
- The department may grant an adjustment to the requirements for reasons of health certified by an appropriate health care professional, for extended active duty with the U.S. armed forces, or for other good cause acceptable to the department that may prevent compliance

NORTH CAROLINA: 10 contact hours / 1 year

- CE must have a direct relationship to the practice of landscape architecture and must have elements that will "enhance the health, safety, and welfare of the citizens of North Carolina."

Administration:

- Board appoints CE Advisory Committee with five members that is directed to recommend courses, seminars, sessions or programs for CE credit
- Requires the committee to meet quarterly and act on each course, seminar, session or program submitted
- Each program will be recommended for approval, recommended for disapproval or deferred for lack of information. Programs can only be deferred once, and if information is still lacking when next considered, the program will be disapproved.
- Programs may be recommended for pre-approval by the committee before they actually occur

Activities:

- Courses, seminars, sessions, programs, self-directed activities and/or educationally related activities that have a direct relationship to the practice of landscape architecture (see below) and contain elements that will enhance the public health, safety and welfare.
- Self-directed activities that result in a book draft, published article, delivered paper, workshop, symposium, or public address. When submitted for review, the licensee must be aware that self-directed activities must be followed by a documented public presentation of the self-directed activity (or the results of the activity) by the licensee within the current year reporting period. Self-directed activities may include literature reviews, research, field studies or tours as they relate to the profession of Landscape Architecture. Full-time academics may not include studies customarily associated with their usual college instructional teaching loads. Full-time academics may include studies required for innovative college courses, or for studies required for courses beyond the usual college audience. Full-time academics may submit academic research to satisfy continuing education requirements as long as the licensee can provide documentation that the academic research follows all of the norms of the relevant academic institution and the relevant academic peer community.
- "Landscape architecture or the practice of landscape architecture" is defined by statute: The performance of services in connection with the development of land areas where, and to the extent that the dominant purpose of the services is the preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and aesthetic values, the settings, approaches or environment for structures or other improvements, natural drainage and the consideration and determination of inherent problems of the land relating to the erosion, wear and tear, blight or other hazards. This practice

shall include the preparation of plans and specifications and supervising the execution of projects involving the arranging of land and the elements set forth in this subsection used thereon in connection with the land for public and private use and enjoyment, embracing the following, all drainage, soil planting plans and erosion control, in accordance with the accepted professional standards of public health, safety and welfare:

- a. The location and orientation of buildings and other similar site elements.
- b. The location, routing and design of public and private streets, residential and commercial subdivision roads, or roads in and providing access to private or public developments. This does not include the preparation of construction plans for proposed roads classified as major thoroughfares or a higher classification.
- c. The location, routing and design of private and public pathways and other travelways.
- d. The preparation of planting plans.
- e. The design of surface or incidental subsurface drainage systems, soil conservation and erosion control measures necessary to an overall landscape plan and site design.

Recordkeeping: Documentation of compliance is by affidavit provided on the application for license renewal.

Exemptions: On a case-by-case basis, the board will consider an extension of the continuing education requirements due to physical disability, illness, or extenuating circumstances.

NORTH DAKOTA: The practice act enacted in 2003 authorizes the board to establish CE requirements, but the original rules adopted in February 2005 for landscape architecture did not include continuing education.

OHIO: 24 contact hours / 2 years

- Effective with renewal period ending October 31, 2007
- One contact hour = at least 50 minutes of instruction
- Licensees may carry over no more than 12 hours to the next reporting period
- All courses must include technical and practical applications that impact the public health, safety, and welfare, plus also maintain, improve, expand, or enhance the quality of existing technical knowledge, fill voids that may exist in professional education and training, or develop new and relevant technical profession skills and knowledge

Activities:

- Acceptable activities include those that increase the landscape architect's knowledge and/or understanding of technical or professional subjects and contribute directly to the improvement of the landscape architect's professional knowledge and competence to practice landscape architecture.
- Courses must provide individual participant documentation for recordkeeping and reporting
- The regulations outline an extensive list of subjects, but makes it clear that the list is not intended to limit continuing education to only the following subjects:
 - Legal & administrative issues: study of codes including building, zoning, environmental codes and laws affecting and governing the practice of landscape architecture, basic construction laws, construction contracts, project management, professional liability issues, bid evaluation process and ethical standards for professional practice, universal and accessibility codes
 - Analysis: study of mathematics, geology, history of landscape architecture, land use, and cultural landscapes, sociological and cultural influences on design, behavioral, psychological and sensory implication on design, natural conditions and ecosystems, resource preservation, characteristics of fire hazard areas, visual assessment techniques, topography, hydrology, hydraulics, vegetation and soils analysis
 - Design issues: study of basic design and planning principles including regional, urban, community, landscape, and transportation, roadway design, design of pedestrian and vehicular circulations systems, universal/accessible design, principles of sustainability, plant material use, landscape maintenance material and practices, playground safety guidelines, irrigation system design
 - Construction methods and processes: study of construction methods and techniques, equipment technology and use, construction sequencing, permitting construction activities, methods of installation, principles and practice of grading, drainage, erosion control, wetland creation and mitigation, utility system design/ requirements, irrigation systems, lighting systems
 - Details: study of construction detailing including site materials availability, cost, basic characteristics and applications, site amenities including pools, fountains, playground equipment,

decks, walls, overhead structures, pavement design, structural requirements for amenities including small structures

- Graduate/undergraduate level course at an accredited institution (12 CH for 1 hour of academic credit)
- Course, program, seminar, conference, workshop or similar event presented/sponsored/approved by an accredited institution of higher learning or a professional organization (1 CH for 1 hour of instruction)
- Teaching a graduate/undergraduate course, on a part-time basis (12 CH for 1 hour of academic credit; after first year, maximum credit may not exceed more than 50% of the required continuing education credit for the renewal period)
- Teaching a course or seminar, delivering a lecture, presenting a paper, or a program, workshop or monograph at an educational event meeting (Maximum credit: 2 CH; cannot take credit for same presentation more than once)
- Publishing an article in a professional journal (1 CH for each hour of preparation, not to exceed 5 hours per article)
- Publishing a book (1 CH for each hour of preparation, not to exceed 12 hours per book)
- Self directed activities can qualify if the licensee: (1) accounts for time spent on the activity; (2) summarize the content of the activity; and (3) relate the activity to the public health, safety and welfare.
- Serving as a member of a professional committee responsible for researching, writing or grading questions for the landscape architecture registration exam or other similar technical activities (maximum credit 12CH)
- Professional service to the public, which draws upon the landscape architect's professional expertise, on boards and commissions, such as: planning boards; building code organizations; urban renewal boards; and other similar activities (Maximum credit 6 CH)
- "Qualified/certified" refers to activities approved by ASLA, CLARB, ULI, ANLA, APA, NSPE, NRPA, AIA, CSI, state/federal training programs related to landscape architecture, coursework in landscape architecture at a college, or other related technical/professional societies or organizations whose programs have been certified by any of these organizations.

Reciprocity:

- A licensee is exempt from these provisions if the landscape architect otherwise meets all renewal requirements and is licensed in another jurisdiction with CE requirements and has met those requirements. This exemption only applies if that jurisdiction provides reciprocal exemption for Ohio licensees.
- A licensee may submit evidence of completion of CE requirements in another jurisdiction in subject matter required by Ohio. The licensee will receive 1 CH of credit for each hour reported to another jurisdiction.

Recordkeeping: Licensees must maintain a written record of all continuing education activity for a four-year period. Appropriate records include: (1) certificate of attendance; (2) activity description; (3) transcripts/records of credits maintained by providers who may qualify/certify such records and activities; (4) other documentation that verifies the content and time of the activity.

Exemptions:

- New licensees in the first renewal period if it is less than two years from the original date of licensure
- Licensees on active duty in the U.S. Armed Forces, where such activity restricts participation in CE activities
- Licensees experiencing physical disability, illness or other extenuating circumstances may request exemption from board

OKLAHOMA: 24 CEUs / 2 years

- One CEU = one contact hour, which means one clock hour of at least 50 minutes
- Licensees may carry over no more than 4 CEUs to the next reporting period
- All courses must include technical and practical applications that impact the public health, safety, and welfare, plus also maintain, improve, expand, or enhance the quality of existing technical knowledge, fill voids that may exist in professional education and training, or develop new and relevant technical profession skills and knowledge
- Acceptable subject matter is limited to: study of codes including safety codes, and laws and regulations governing the practice of landscape architecture; environmental issues; design proficiency; study within planning, engineering, horticulture, construction contracting and related disciplines; legal aspects of contracts, documents, insurance, bonds, project administration, etc; specialization in areas of concentration; construction documents and sources; project administration; professional ethics; safety guidelines (playgrounds, trails, etc.); herbicide and pesticide use; ADA guidelines; irrigation system design; grading and drainage.

Administration:

- Requires the board to perform audits, determine if courses address health, safety and welfare, and discipline licensees
- The board's staff must review each affidavit for completeness

Activities:

- All courses sponsored by ASLA, CLARB, AIA and NCARB are deemed to qualify for CE if they meet the requirements of the state rules and the intent of the board
- Courses must provide individual participant documentation for recordkeeping and reporting
- Attending in-house programs sponsored by corporations or other organizations
- Successfully completing seminars, tutorials, short courses, correspondence courses, televised courses or videotaped courses
- Attending or making professional or technical presentations at meetings, conventions or conferences
- Teaching or instructing a qualified presentation, approved by the board (2 CEUs per hour in classroom for teaching a course or seminar). Teaching credit may be claimed by full-time faculty at a college or other educational institution for the initial presentation only and must be related to health safety, welfare issues only.
- Authoring a published paper, article (not newspaper), writing a CEU course or a book (24 CEUs)
- Successfully completing one college semester hour of credit (12 CEUs)
- Mentoring other landscape architects in extra curricular settings and activities (2 CH=1CEU)

Recordkeeping: Licensees must submit an affidavit that the CE requirements have been fulfilled with the biennial renewal application. Licensees must maintain a log showing activity claimed, sponsoring organization, location, duration, etc. Licensees must maintain copies of attendance certificates, signed attendance receipts, and the sponsor's list of attendees (signed by a person in responsible charge of the activity). Records must be retained for four years following the filing of an application for license renewal.

Reciprocity: Licensees by reciprocity are exempt from the CE requirements if the licensee's resident state's CE requirements are equal to, or exceed, the requirements of Oklahoma. The licensee must certify to the board that the OK standards have been met and provide substantiation when audited.

Exemptions:

- New licensees in the first renewal period if it is less than two years from the original date of licensure
- Licensees with emeritus status
- Licensees called to active duty in the U.S. Armed Forces are exempt from obtaining the CEUs required during that fiscal year
- Licensees experiencing physical disability, illness or other extenuating circumstances may request exemption from board

OREGON: 24 PDH / 2 years

- PDH = one hour, with no less than 50 minutes of direct involvement, commonly referred to as a contact hour
- 18 of 24 PDH must be completed structured educational activities in public health, safety and welfare issues
- Licensees may carry over no more than 12 PDH to the next renewal period

Activities:

- All PDH must be related to the practice of landscape architecture, performed outside the normal performance of one's occupation and contemporaneously documented
- Course or educational endeavor that has a clear purpose and objective and maintains, improves or expands the professional knowledge or skill of the licensee
- Structured educational activity is any activity that has a sponsor other than the licensee, has evidence of preplanning, including a written objective and format, has an assessment component, and is documented and verifiable
- 'Health, safety and welfare issue' is defined as any issue related to the practice of landscape architecture exemplified by the LARE
- Professional or technical presentations (including as instructor) at recognized professional meetings, conventions, or conferences (1 PDH; Instructor earns 2 PDH for each classroom hour in initial presentation only; full-time college faculty are not eligible)

- Authoring (publishing) or presenting an original paper, article or book (upon publication/presentation; maximum 20 PDH per publication; credit for authorship or presentation, not both)
- Serving as an elected officer or appointed chair of a committee in a professional society or organization (4 PDH per organization, earned upon completion of a year of service)
- Serving as an exam grader or on a committee writing exam materials for a licensure exam (4 PDH; maximum 8 PDH/biennium)
- Attaining specialty certifications through examination from a qualified professional society or organization (2x allotted exam time; maximum 4 PDH)

Recordkeeping: Licensees must submit an affidavit that the CE requirements have been fulfilled with the renewal application. Licensees must maintain a log showing activity claimed, sponsoring organization, location, duration, and instructor's name. Licensees must maintain documentation sufficient to prove completion of the activity (e.g., copies of attendance verification records, completion certificates). Records must be retained for four years.

Exemptions (all cases upon board review and approval):

- New licensees in the first renewal period if it is less than two years from the original date of licensure
- Licensees called to active duty in the U.S. armed forces for 120 consecutive days during a fiscal year are exempt from obtaining half of the PDH required during that fiscal year
- Licensees experiencing physical disability, illness or other extenuating circumstances that prevent the licensee from practicing landscape architecture

PENNSYLVANIA: 10 clock hours / 2 years

- Clock hour = 50 minutes of instruction
- Only board-approved courses will be accepted for CE credit. The licensee is responsible for ascertaining the approved status of the course before undertaking a CE activity.
- Maximum of 5 hours may be used for courses that are satellite seminars, electronic presentations or correspondence courses

Administration:

- Requires the board to approve all courses, materials, locations and instructors
- Establishes application process (with fee) for the provider approval process (to be initiated by CE provider)
- Specifies that the board will utilize a random audit of renewals to determine compliance

Activities:

- Acceptable subject matter for CE courses is limited to courses pertaining to the enhancement of the landscape architect's professional skills
- No credit will be given for office management courses
- According to rule, the board finds the courses provided, approved, sponsored, or co-sponsored by ASLA and its chapters meet the board's standards. The following entities also have been accepted: AIA, NSPE, APA, NRPA, ULI, ANLA, CLARB, Pennsylvania Society of Land Surveyors, accredited landscape architect college programs or college programs in fields related to landscape architecture, and agencies of the Commonwealth and Federal government offering training programs in landscape architecture and its related fields.

Recordkeeping: The licensee is responsible for ascertaining the approval status of a program. The licensee is responsible for maintaining a four-year CE record, as specified. Licensees may apply for approval of a course not approved by the board on a one-time basis per biennium. The licensee must submit an application for approval and the required fee (\$40/clock hour) at least 60 days prior to the date the course begins.

Exemptions:

- Licensees that prove to the board that he/she was unable to complete the requirements due to illness, emergency, or hardship
- New licensees who received a license within the two years preceding the licensee's first application for renewal

RHODE ISLAND: Licensing statute authorizes the board to promulgate rules for CE requirements, but the board has not yet established any requirements.

SOUTH DAKOTA: 30 PDH / 2 years

- PDH = contact hour = 50 minutes of presentation or participation
- Maximum of 10 PDH may be in professional management subjects
- At least 20 PDH must be in technical subjects that directly safeguard the public's life, health, safety and welfare
- Up to 15 PDH may be carried over to next biennium period

Administration:

- Prohibits the board from pre-approving courses
- Authorizes the board to select a random number of forms to audit for compliance, or to audit an individual based upon complaints or charges against the licensee

Activities:

- College courses: courses that are regularly offered and participants are tested, with a passing grade required. One semester hour generally consists of 15 class meetings of 50 to 55 minutes duration. It is assumed that twice as much study time is required as class contact time, thus equating to 45 PDH. Similarly, a quarter hour qualifying course meets 10 times and thus 30 PDH are allowed. Monitoring courses does not require a test, and therefore only the actual class contact hours are allowed.
- Other qualifying correspondence, televised, videotaped, audiotaped, Internet and other short courses, seminars, corporation sponsored educational activities, programs and activities. None of these courses or activities may be undertaken in private, such as a videotaped program in one's home, but must be conducted in a group. A correspondence course must require the participant to show evidence of achievement with a final graded test.
- Teaching credits for the instructor are twice that of the participants in qualifying courses and seminars. However, it is not intended that repetitive teaching of the same course will earn any credit. Full-time faculty members are not eligible for this credit.
- Published paper, article or book must be a serious effort to qualify (maximum 10 PDH). For example, a "news" article in a technical or professional bulletin is not considered a published paper.
- Active participation in professional and technical societies: Contact with one's peers at such meetings is considered one way to stay abreast of current topics, issues, technical developments, ethical situations, and learning opportunities. Two PDH can be earned for each organization with a maximum of 6 PDH allowed. All technical and professional societies are included, but this does not include civic or trade organizations.
- Patents are allowed after a patent is issued and the inventor submits details to the board (10 PDH). The invention must be related to landscape architecture.

Recordkeeping: Renewal applications must include a complete PDH log, with enough detail to permit audit verification. Licensees are responsible for maintaining a three-year CE record. Licensees must keep a CLARB record for CE.

Reciprocity: A licensee's licensure in their state of residency if that state that has CE requirements that also satisfy SD requirements, and have met these requirements within 13 months immediately preceding renewal in SD.

Exemptions:

- Licensees serving on temporary active duty in the U.S. armed forces for more than 120 consecutive days in a year
- Licensees who have experienced serious illness or injury during the past two years of a nature and duration that has prohibited completion of CE requirements.

TENNESSEE: 24 PDH / 2 years

- PDH = contact/clock hour consisting of at least 50 minutes of instruction
- 12 PDH may be carried over to subsequent year
- A majority of PDHs (13+) should address health, safety and welfare issues and technical competency, and all PDH must be relevant to the practice of landscape architecture (may include technical, ethical or managerial content)

Administration: Authorizes the board to review and approve sponsors and programs. Directs the board to adopt a format for reporting and guidelines for auditing CE credits claimed.

Activities:

- Activities must have a clear purpose and objective that will maintain, improve or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge. The content must be well organized and presented in a sequential manner, there must be evidence of preplanning, and the presenters must be well qualified by education or experience.
- Completion (full credit) /monitoring (1/3 credit) of college-sponsored courses (semester hour = 15 PDH; quarter hour = 10 PDH)
- Completion of courses that award CEUs (1 CEU = 10 PDH)
- Attendance at structured seminars, tutorials, short courses, correspondence courses, televised courses, Internet courses, or videotaped courses
- Attendance at in-house programs sponsored by corporations or other organizations
- Teaching any of the above courses (twice the credit of a student, to be claimed only once)
- Authoring published papers, articles, or books (preparation time not to exceed 25 PDH/ publication)
- Making presentations at technical meetings
- Attendance at program presentations at related technical or professional meetings where program content is comprised of at least 1 PDH

Recordkeeping: Licensees must submit satisfactory evidence of compliance with renewal application. Licensees are responsible for maintaining a four-year CE record, including log showing type of activities claimed, sponsoring organization, location, duration, instructor/speaker name, description of activity and PDH credits earned. Records must also include transcript or completion certificate, or at least two of the following: attendance verification records in the form of signed attendance receipts, paid receipts, a copy of a listing of participants signed by a person in responsible charge or other documents supporting evidence of attendance.

Reciprocity: Allows the board to grant reciprocal rights to licensee in states that have established substantially equivalent standards.

Exemptions:

- New licensees upon initial licensure, but they must complete the required CE for their first renewal period
- Licensees serving on temporary active duty (non-career military personnel) in the U.S. armed forces for more than 120 consecutive days in a year
- Licensees employed as a landscape architect and assigned to duty outside the U.S. for more than 120 consecutive days in a year
- Retired or inactive licensees

TEXAS: 8 CE program hours / 1 year

- CEPH = 50 minutes of course time
- 8 CEPH may be carried over to the subsequent year
- All CEPH shall include the study of relevant technical and professional landscape architectural subjects pertinent to the health, safety and welfare of the public
- The study of topics related to barrier-free design must be used to satisfy the requirements for at least 1 CEPH
- The study of sustainable or energy-efficient design standards must be used to satisfy the requirements for at least 1 CEPH (rules in development; will apply for renewals on and after 9/1/2008)
- Minimum of 5 CEPH in structured course study (educational activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study)
- Maximum of 3 CEPH in self-directed study, which must utilize articles, monographs, or other study materials that the landscape architect has not previously utilized for self-directed study (approved courses include those organized, sponsored or approved by ASLA and CLARB)

Administration: The board has the power to audit licensee records.

Activities:

- College-sponsored courses or seminars dealing with technical landscape architectural subjects
- Technical presentations or workshops on landscape architectural subjects that are held in conjunction with conventions or seminars and are related to materials use and function

- Courses or seminars related to ethical business practices or new technology and offered by colleges, professional organizations, or system suppliers
- Teaching landscape architectural courses or seminars (including preparation time), with a maximum of 3 CEPH claimed per class hour spent teaching (each course may only be claimed once, and faculty may not claim credit for teaching)
- Hours spent in professional service to the general public that draws on the landscape architect's expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study commissions
- Hours spent in landscape architectural research that is published or formally presented to the profession or public during the annual licensure period
- College credit courses dealing with landscape architectural subjects or ethical business practices (1 semester or quarter credit hour = 1 CEPH)
- One CEPH may be claimed for attendance at one full-day session of a meeting of the TX Board of Architectural Examiners

Recordkeeping: Licensee has responsibility for maintaining five-year record, and must certify compliance with license renewal application.

Reciprocity: Licensee who has an active license in another jurisdiction that has licensure requirements which are substantially equivalent to Texas and that has a CE program is exempt for any licensure period during which the licensee satisfies such other jurisdiction's CE requirements.

Exemptions:

- New licensees in the first renewal period
- Licensees serving on temporary active duty in the U.S. armed forces for more than 120 consecutive days
- Licensees employed as a landscape architect and assigned to duty outside the U.S. for more than 90 consecutive days in a year
- Licensees under inactive status
- Full-time faculty members or other permanent employees of an institution of higher education who are engaged in teaching landscape architecture

UTAH: The general licensing statute authorizes the Division of Occupational and Professional Licensing to develop continuing education standards for any of the professions under its jurisdiction. It has not yet done so for landscape architecture.

WEST VIRGINIA: 8 PDH/ year

- PDH = Professional Development Hour (at least 50 minutes of instruction/hour)
- At least 6 PDH must be in structured education activities that directly address public health, safety, and welfare issues related to landscape architecture
- A maximum of 8 PDH may be carried over to the next renewal period.

Administration: Directs the board to conduct random audit of 10% of renewal applications.

Activities:

- Must have a clear purpose and objective that will maintain, improve, or expand the skills and knowledge specific to the practice of landscape architecture.
- Correspondence, televised, videotaped, and internet seminars and other short courses and tutorials and professional or technical presentations made at meetings, conventions or conferences.
- In-house courses are acceptable if also advertised and open to the public.
- Post-graduate college or unit semester courses (45 PDH)
- College or unit quarter course (30 PDH)
- International Association of Continuing Education and Training (IACET) unit (10 PDH)
- One hour course work, seminars, professional conventions, workshops (participation: 1 PDH; teaching: 2 PDH). Teaching is not available to full-time faculty.
- Authoring published papers, articles or books related to landscape architecture (actual preparation time, maximum of 10 PDH)
- Attending a WVASLA Chapter meeting (1 PDH at maximum 4/year)

- Participation in activities that advance the knowledge and understanding the public has regarding the practice of landscape architecture and how the profession contributes to the public health, safety and welfare (1 PDH for 2 hours in actual participation, maximum of 4 PDH).
- Training related to business operations or management is not acceptable.

Recordkeeping: Licensee has responsibility for maintaining four-year record, and must submit records only upon audit.

Exemptions:

- New licensees by examination or reciprocity until after first renewal period
- Licensees called to active duty in the U.S. armed forces for more than 120 consecutive days in a year
- Licensees experiencing illness, disabling conditions, or other extenuating circumstances, upon review and approval by the board
- Retired or inactive licensees

WYOMING: 16 PDU / 2 years

- PDU = Professional Development Units (at least 50 minutes of instruction/hour)
- All 16 PDU must be in public protection subjects (defined as "technical and professional subjects, which the board deems appropriate to safeguard the public's health, safety and welfare."). Examples of such subjects include building design, landscape design, environmental or land use analysis, life safety, architectural programming, site planning, site and soils analyses, plant material, accessibility, structural systems considerations, lateral forces, building codes, evaluation and selection of building systems, products or materials, construction methods, contract documentation, and construction administration.

Administration: Allows the board to audit PDUs for compliance.

Activities:

- Structured Educational Activities, defined as activities in which the teaching methodology consists primarily of systematic presentation of public protection subjects by qualified individuals or organizations, including monographs, course of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner.
- Individually Planned Educational Activities, defined as activities in which the teaching methodology primarily consists of the licensee addressing the public protection subjects which are not systematically presented by others, including reading or writing articles, studying or researching building types, designs or building systems, rendering services to the public, advancing the licensee's and the public's understanding of the practice of architecture and the like [this section also applies to CE for architects].

Recordkeeping: Compliance is reported via the licensure renewal form. Licensees are responsible for maintaining a two-year CE record.

Exemptions:

- Licensees by examination during their initial licensure period. Reciprocal licensees must complete requirements.
- Licensees that meet all other renewal requirements and are civilians called to active duty in the U.S. armed forces for a significant period of time
- Licensees that are ill or disabled for a significant period of time or can demonstrate to the board other like hardship