

## Calculating Professional Development Hours

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### Appendix B

Professional development hours (PDH) is the term that LA CES uses to measure how much credit a course carries. The American Institute of Architects uses learning units. Other organizations use the term continuing education unit (CEU). The International Association for Continuing Education and Training (IACET) has established that one (1) continuing education unit equals ten (10) contact hours; therefore one-tenth (.1) of a CEU equals one (1) hour, two-tenths (.2) equals two (2) hours, and so on. (Note that some jurisdictions that impose mandatory continuing education use the term CEU with the same meaning as PDH rather than the IACET definition.)

One (1) professional development hour is a contact hour of at least fifty (50) minutes of instruction. Additional measures are in fifteen (15) minute increments; therefore, a ninety (90) minute course is one-and-a-half (1.5) professional development hours.

If courses are longer than one (1) hour in duration, time spent on breaks and meals will not count toward the number of hours. Travel time for courses with a travel component is also not counted unless directed learning is taking place on the trip.

### Courses vs. Tours

Courses must have learning outcomes/objectives, be described in detail, and instructors must be qualified. Tours do not need to have learning outcomes/objectives and may be mostly self-guided or directed towards a general audience rather than professionals.

### Distance Education

Distance education is offered whenever the instructor and student are not located in the same place; therefore, distance education includes correspondence, web-based courses, videos, and satellite programs. Since the instructor is not present, distance education programs must include a testing component in order to verify that the participant has successfully completed the program. Courses can be either *real-time* (where the instructor and learners are engaging in the learning activity at the same time) or *asynchronous* (where instructor and learners are separated by time and are not engaging in the learning activity simultaneously).

To determine the appropriate number of professional development hours for courses without specific time frames, the LA CES program requires signed affidavits from a sample population. These affidavits must include the names and contact information from at least five (5) individuals stating the length of time it took them to complete the course. The affidavits must be completed on their own company letterhead. No more than one (1) of the participants can be employed by the LA CES *approved provider* submitting the course. The total number of professional development hours awarded is then calculated by averaging the total time of the pilot student group.

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LA CES education programs may qualify toward state continuing education licensing requirements in landscape architecture where mandated. For more information on states that have mandatory continuing education requirements, [click here](#) and [here](#).