

# NC BOARD OF LANDSCAPE ARCHITECTS

## *General Information – Continuing Education*

The North Carolina Board of Landscape Architects began requiring continuing education as a condition for renewal of a certificate of registration for the license year commencing on July 1, 1993. In order for a licensee to qualify for the annual registration of renewal as a Landscape Architect in North Carolina, the licensee must have obtained ten (10) hours of Board approved continuing education within the prior license renewal period of July 1-June 30. The North Carolina Board of Landscape Architects shall be responsible for approving continuing education activities.

Each registrant shall be responsible for filing online with the Board, a Continuing Education (CE) Activity Approval Application for each continuing education activity completed, unless the registrant is reporting a pre-approved activity, an ASLA or ASLA Chapter affiliate activity or a LA CES approved activity. Documentation of attendance/completion shall be uploaded to the Board website. Payment of renewal fees and reporting of CE shall be through online license renewal. The Board shall review all continuing education activities. LA CES activities and ASLA/ASLA Chapter affiliate activities, with the HSW component are automatically approved and require no further review by the Board. If an activity is not approved during the application process, the registrant will be notified and may be granted a period of time in which to correct deficiencies. The Board may also seek verification of information submitted by the registrant.

Erroneous or false information attested to by the licensee shall be deemed as grounds for denial of license renewal. The deadline to make application for Continuing Education to be used for renewal is May 15.

**YOU MAY CONTINUE TO ATTEND ACTIVITIES TO BE USED FOR LICENSE RENEWAL UNTIL JUNE 30. THE MAY 15th DEADLINE IS ONLY FOR MAKING APPLICATION DOES NOT AFFECT ATTENDANCE.**

## Important Dates

Renewal Period - July 1 - June 30

Deadline for submitting CE Activity Approval - May 15\*

Application: Renewal of Registration Deadline - June 30

\* If an application for CE Activity is received by the Board on or before May 15, it is guaranteed to be evaluated in time to for renewal of registration.

\* If the application for approval of a CE Activity is received by the Board after the May 15th deadline, the licensee cannot be guaranteed that the activity will be evaluated before the June 30 Renewal of Registration Deadline.

***Activities occurring between May 15 and June 30 which are preapproved. LA CES approved or ASLA/ASLA Chapter sponsored, with the HSW component, may be counted toward the required contact hours.***

## Definitions

Health, Safety and Welfare (HSW) - Please see the document on the Continuing Education page of the Board website - Determining Public HSW Classification.

No educational activity whose primary intent is to teach marketing or sales skills or strategies will be approved for continuing education credit by the Board.

Educational Activity - Formally sponsored activity having direct relationship to practice of Landscape Architecture and HSW.

Self-Directed Activity – Self-instructed activities having a direct relationship to the practice of Landscape Architecture. A self-directed activity may be followed by a documented public presentation of the activity by the licensee within the renewal period. Self-directed activities may be unique to the individual applicant and their educational/professional background and are approved only for the individual applicant. Online activities available to all licensees are NOT considered self-directed.

Contact Hour – Sixty (60) minutes of attendance or participation in an approved continuing education activity.

Continuing Education Credit Hour – The maximum number of allowable continuing education hours per contact hour.

Advanced CADD classes must give positive evidence of a direct relationship to both the practice of Landscape Architecture and to issues of the Health, Safety and Welfare of the public.

No Basic CADD classes are approved for continuing education credit by the Board.

Leadership, self-improvement or management related activities must give positive evidence of a direct relationship to both the practice of Landscape Architecture and to issues of the Health, Safety and Welfare of the public.

## Hours Awarded

**Educational Activity** – The maximum hours given for any one Educational Activity is ten (10) hours.

Professionally Sponsored Activities:

Trade shows	1 per 4 contact hours
Tour (Minimal instruction or explanation)	1 per 3 contact hours
Tour (Structured like classroom instruction)	1 per 1 contact hour
Seminar	1 per 1 contact hour
Tutorial	1 per 1 contact hour
Short Course	1 per 1 contact hour
Lecture	1 per 1 contact hour
Correspondence, Televised Videotaped, or On---Line Training Course	1 per 1 contact hour

Product lecture, class or demonstration sponsored by a commercial manufacturer or technical specialist  
(sales presentations not permitted)

Program presentation at related technology, trade or professional meeting In-house programs sponsored by a corporation or other organization College or university sponsored course (successfully completed)	1 per 1 contact hour 10 per renewal period Up to 10
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Courses pre-approved for continuing education hours

**Self-Directed Activity** – The maximum hours given for any one Self-Directed Activity is five (5) hours.  
Licensees may only claim (5) hours of self-directed activity per license renewal period.

Participating in a professional or community service group that encourages professional interaction and/or stimulates public interest and debate (planning, zoning boards, commissions, etc.)	1 per 4 contact hours
Undertaking and documenting research or an investigation on a subject beyond the knowledge and scope of normal work responsibilities	1 per 1 contact hour
Authoring a published paper, article, book or literature review beyond the knowledge and scope of normal work requirements	1 per hour of prep time
Teaching or instructing a course, class, lecture, seminar, etc. (Full time academics may not include activities associated with their usual teaching responsibilities.)	2 per delivery contact hour
Making a presentation at a technical/professional meeting Participating in a self-guided tour	2 per delivery contact hour 1 per 3 contact hours
Participating in a professionally sponsored “basic” or “developmental” seminar, tutorial, short course, lecture, correspondence, televised, Internet, or videotaped course	1 per 2 contact hours
Developing and executing a personal self-directed “basic” or “developmental” course of study such as a literature review that expands one’s professional awareness or capability	1 per 2 contact hours
Mentorship: Undertaking a structured mentorship activity, individually or in a group, with the purpose of introducing other individuals and students to the fundamental principles of landscape architecture and its benefits to the health, safety and welfare of the public.	1 per 2 contact hours