

CONTINUING EDUCATION ACTIVITY APPROVAL FORM

*Ten (10) hours of approved continuing education credit are needed when applying for your license renewal.
Credits must be obtained in the 12 months preceding the July 1 renewal and may not be carried over from one license year to the next.*

The Continuing Education Activity Committee (CEAC) reviews only completed applications for Continuing Education Activity approval. Committee recommendations are presented to the NC Board of Landscape Architects (NCBLA) for final approval. All appeals should be directed to the Chairman of the Board. The CEAC meets six times per year: January, March, May, June, July and September. The Board meets quarterly. Applicants should submit Continuing Education Activity approval forms with these dates in mind.

INSTRUCTIONS:

- Use one (1) form per activity. **(Please Print or Type.)**
- Complete all information on the reverse side of the form. **Incomplete forms submitted for review will be returned to the applicant.**
- Check the box on the back for the activity for which this form is being submitted. (Educational activity or Self Directed activity)
- **EDUCATIONAL ACTIVITY** - Attach a formal activity syllabus, agenda, brochure, outline, or itinerary. *(The application will be considered incomplete without this information and will be returned to the applicant for resubmission of all required information; incomplete applications will not be reviewed.)*
- **SELF DIRECTED ACTIVITY** - Attach an activity outline, abstract, photos, or sample of research or any other final product resulting from this activity. *(The application will be considered incomplete without this information and will be returned to the applicant for resubmission of all required information; incomplete applications will not be reviewed.)*

I. Educational Activity: Formally sponsored activities having direct relationship to practice of Landscape Architecture.

- A. No sales or business marketing related activities or Basic CADD classes are approved for continuing education credit by the Board.
- B. Leadership; self-improvement or management related activities; 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.
- C. The maximum credit hours given for any one Educational Activity will be ten (10) hours.

Educational activities are defined as formally sponsored activities having a direct relationship to the practice of Landscape Architecture. These may include:

Maximum Allowable • 1/3 hour Continuing Education per contact hour

- Attending trade shows or participating in a tour.

Maximum Allowable • 1 hour Continuing Education per contact hour

- Attending professionally sponsored tour, seminar, tutorial, short course, lecture, or correspondence, televised videotaped, or on-line training course.
- Attending a product lecture, class or demonstration by a commercial manufacturer or technical specialist (promotional sales or demonstration are not acceptable).
- Attending program presentation at related technology, trade or professional meeting.
- Attending in-house programs sponsored by a corporation or other organization.

Maximum Allowable • 10 hours Continuing Education per year (July 1 - June 30)

- Successfully completing a college or university sponsored course.
- Successfully completing courses which are awarded continuing education units (CEUs).

II. Self Directed Activity: Self instructed educational activities having direct relationship to practice of Landscape Architecture.

- A. A self directed activity may be followed by a documented public presentation of the activity by the licensee within the reporting period.
- B. Self directed activities may not exceed 5 hours of the total continuing education hours submitted per applicant, per year.
- C. Self directed activities may be unique to the individual applicant and their educational/professional background and are approved only for the individual applicant. Basic CADD or other "basic" courses such as plant materials and "developmental" courses in such areas as leadership, self-improvement, management, business development, literature reviews, and other similar types of activities fall into this category of activity.

Self directed activities are defined as self instructed educational activities having a direct relationship to the practice of Landscape Architecture. These may include:

Maximum Allowable • 1/4 hour Continuing Education per contact hour

- Participating in a professional or community service group that encourages professional interaction and/or stimulates public interest and debate (planning, zoning boards, commissions, etc.).

Maximum Allowable • 1 hour Continuing Education per hour of prep time

- Undertaking and documenting research or an investigation on a subject beyond the knowledge and scope of normal work responsibilities.
- Authoring a published paper, article, book or literature review beyond the knowledge and scope of normal work requirements.

Maximum Allowable • 2 hours Continuing Education per hour of per contact hours taught

- Teaching or instructing a course, class, lecture, seminar, etc. Full time academics may not include activities associated with their usual teaching responsibilities.
- Making a presentation at a technical/professional meeting.

Maximum Allowable • 1/3 hour Continuing Education per contact hour

- Participating in a self-guided tour.

Maximum Allowable: 1/2 hour Continuing Education per contact hour

- Participating in a professionally sponsored "basic" or "developmental" seminar, tutorial, short course, lecture, correspondence, televised, internet, or videotaped course
- 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.

Date of Application: _____ Continuing Education for License Year: 20__ - 20__
Applicant is: Registered Landscape Architect Educational Activity Provider
Type of Activity: Education Activity Self Directed

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Email Address: _____

Information required for activity approval

Official Title of Activity: _____
Activity Date(s): _____ Activity Time(s): _____
Activity held at (location, city, state): _____
Official Sponsor or Underwriter of activity: _____
Number of Contact hours requested (from front page; provide calculation details): _____
 Agenda or Itinerary Attached

Education and Self Directed Activities

IMPORTANT: All applicants must complete this portion of the application. Incomplete forms will be returned to the applicant.

Describe the activity's relative importance to a practitioner of Landscape Architecture as defined by GS 89A.
G.S. 89 A. "Landscape Architecture or the "practice of Landscape Architecture" shall mean the preparation of plans and specifications and supervising the execution of projects, involving the arranging of land and the elements used thereon for public and private use and enjoyment, embracing drainage, soil conservation, grading and planting plans, and erosion control in accordance with the accepted professional standards of public health, safety and welfare."

Explain the activity's applicability and relevance to the protection of Health, Safety and Welfare of the public.

Self Directed Activity

If you participated in a professional organization or community service group (board, committee, etc.) explain your responsibilities, interaction with other professionals and the extent and type of the issues addressed.

I hereby certify that the above application request for Continuing Education Activity approval is true and that it accurately represents those Continuing Education Contact Hours which I have earned or have made arrangements to earn.

Signature: _____ NC RLA License Number _____