NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS
CE Activity Approval Application Instructions and Info

I. General

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 renewal as a Landscape Architect in North Carolina, the licensee must have received credit for ten (10) hours of approved continuing education within the renewal period 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 receiving credit for a pre-approved activity. Documentation of attendance/compliance shall be uploaded to the Board website. Payment of renewal fees and reporting of CE shall be through online license renewal. The Board shall approve or disapprove the completed continuing education activities. If disapproved, 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 UP UNTIL JUNE 30. THE MAY 15TH DEADLINE IS ONLY FOR MAKING APPLICATION AND HAS NOTHING TO DO WITH ATTENDANCE.

II. Instructions

a. Login to your account at http://www.ncbola.org using your email address and password.

b. Complete instructions can be found on the Forms of the website. You must answer all of the essay questions in complete sentences using correct grammar and punctuation. Incomplete applications for review will be returned to the applicant.

c. Once logged in, click on Member Main in the black menu bar – go to Manage CE – click the link Record New Hours/Add a New Course.

d. Select the Activity Type: Educational Activity or Self-Directed Activity – click Go to Next Step

e. Enter the NCBLA Course Number OR ONE KEYWORD. Select the education year – click Search.

f. If the course that you attended is listed, click on Record if it is a scheduled event or New Event if the activity is an ongoing activity provided at various times during the year. Enter the information requested. Click Save.

g. If the course that you attended or plan to attend is not listed, click on Create a New Activity. Select the appropriate education year – click Go to Next Step.

h. Enter all information requested. You will be able to edit your application up until the time that you submit it for CEAC review. Be sure to answer all of the essay questions in complete sentences using correct grammar and punctuation. Click Go to Next Step. Incomplete applications for review will be returned to the applicant.

i. Enter the Activity Location, Activity Date and type of event scheduling (advance, on demand or unscheduled). Click Go to Next Step.

j. Upload Documents. (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.)

ii. Educational Activity - Attach a formal activity syllabus, agenda, brochure, outline, or itinerary.

ii. Self-Directed Activity - Attach an activity outline, abstract, photos, or sample of research or any other final product resulting from this activity.

k. Verify all information and click Submit. Renewal of Registration cannot be completed until ten hours of Board approved continuing education have been reported through the online system.

l. BE SURE TO MARK THE CHECK BOXES UNDER EACH FIELD WHERE REQUIRED.
III. Important Dates
   a. Renewal Period: July 1 - June 30
   b. Deadline for submitting CE Activity Approval Application: May 15*
   c. Renewal of Registration Deadline: June 30 (end of Renewal Period)

* If an application for CE Activity is received by the Board on or before May 15, it will be evaluated in time to
  avoid delay in the renewal of registration. The six weeks between the deadline for receipt of the Continuing
  Education Activity Form and the Renewal of Registration Deadline will provide the licensee with the opportunity
to:
   1. be notified that his/her Continuing Education activity has been approved or denied;
   2. resubmit an application which has been given a deferred status (due to incompleteness or other
      reasons); and
   3. submit other activities if any of the applicant’s initial submittals have not been approved.

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

Activities between May 15 and June 30 that have been pre-approved may be counted toward the required
contact hours (see sections V).

IV. Definitions
   b. Educational Activity - Formally sponsored activities having direct relationship to practice of Landscape
      Architecture. Refer to list of approved activities (subject areas) related to Health, Safety and Welfare. In
      addition,
      i. 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.
      ii. No Basic CADD classes are approved for continuing education credit by the Board.
      iii. 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.
      iv. 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. Self-Directed Activity – Self-instructed educational 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.
      Refer to list of approved activities (subject areas) related to Health, Safety and Welfare.
   d. Contact Hour – Sixty (60) minutes of attendance or participation in an approved continuing education
      activity.
   e. Continuing Education Credit Hour – The maximum number of allowable continuing education hours per
      contact hour.
V. Calculating Credit Hours
   a. General
      i. The licensee shall be required to successfully complete ten (10) credit hours of continuing education within the renewal period.
      ii. Newly licensed individuals are not required to report continuing education until their second renewal.
      iii. One contact hour shall be defined as sixty (60) minutes of attendance or participation in an approved continuing education activity.
      iv. Credit hours shall be the maximum number of allowable continuing education hours per contact hour.
   
b. Educational Activity – The maximum credit hours given for any one Educational Activity will be ten (10) hours.

   Professionally Sponsored Activities:
   Trade shows                               1 per 3 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
   by a commercial manufacturer or technical specialist 1 per 1 contact hour

   Program presentation at related technology, trade or professional meeting 1 per 1 contact hour

   In-house programs sponsored by a corporation or other organization 1 per 1 contact hour

   College or university sponsored course (successfully completed) 10 per renewal period

   Courses pre-approved for continuing education units (CEUs) Up to 10

   c. Self-Directed Activity – Self directed activities may not exceed five (5) hours of the total continuing education hours submitted per applicant, per year.

   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 hour of prep time

   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. 2 per delivery contact hour
   (Full time academics may not include activities associated with their usual teaching responsibilities.)

   Making a presentation at a technical/professional meeting 2 per delivery contact hour

   Participating in a self-guided tour 1 per 3 contact hours
Self-Directed Activity continued...

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

VI. List of Approved Health, Safety and Welfare (HSW) Subject Areas


VII. Continuing Education Activity Approval

Applicants must apply for approval of an activity if the activity is not already pre-approved through a separate submission (refer to Events page in the NC Board of Landscape Architects’ web site for previously approved activities: http://ncbola.org/event_calendar.lasso?-session=LASession:ADE25A620a35431C92OWN3792365).

Incomplete applications will be returned to the applicant. If the licensee does not have Internet access, contact the Board office. Paper applications are no longer accepted.
NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS

Continuing Education Activity Approval Form

PLEASE TYPE OR PRINT, OR USE ONLINE FORM FOLLOWING THESE INSTRUCTIONS:

Date of Application: ____________ Continuing Education for License Year: 20__ - 20__
Applicant is: ii Registered Landscape Architect  ili Educational Activity Provider
Type of Activity: ili Educational Activity  ili 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 credit hours requested (provide calculation details, see section V): ___________________

ili 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.

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."

1. Indicate which of the subject areas on the Approved Health, Safety and Welfare (HSW) Subject Area List best
describes this activity. List all that apply.
______________________________________________________________________________

2. How is the activity related to the subject areas listed in response to Question 1 above and the practice of Landscape
Architecture?
______________________________________________________________________________

3. 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 Credit Hours which I have earned or have made arrangements to earn.

Signature: ___________________________ NC RLA License Number_________________________