



# North Carolina Board of Landscape Architects

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## CONTINUING EDUCATION GUIDELINES AND DEFINITIONS

### **1. EFFECTIVE DATE**

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. The licensee shall be required to successfully complete ten (10) contact hours of continuing education within the previous renewal period (Example: July 1, 2024 through June 30, 2025 for 2025 - 2026 renewal).

### **2. HOURS REQUIRED**

In order for a licensee to qualify for license renewal as a Landscape Architect in North Carolina, the licensee must have completed ten (10) contact hours of approved continuing education within the previous renewal period. The North Carolina Board of Landscape Architects shall approve all continuing education activities. Landscape Architect Continuing Education System - LACES approved activities with the HSW designation do not require further review by the Board. ASLA or its components having the HSW designation are also exempt from the requirement for Board approval. Newly licensed individuals are not required to report continuing education until their second renewal. One contact hour shall be defined as sixty (60) minutes of attendance or participation in an approved continuing education activity.

### **3. REPORTING**

Each registrant shall be responsible for filing with the board a report of each continuing education activity completed. Documentation of compliance shall be by affidavit when the license renewal is submitted. 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.

### **4. QUALIFIED CREDIT**

The Board encourages each registrant to vary the means by which they satisfy the continuing education requirements. Such requirements shall be fulfilled through active participation in courses, seminars, sessions, programs, self-directed activities and other activities as approved by the Board. Each course, seminar, session or program to be recommended for approval by the Board shall have a direct relationship to the practice of Landscape Architecture as defined in Chapter 89A of the General Statutes of North Carolina and contain elements which will enhance the health, safety and welfare of the citizens of North Carolina served by North Carolina licensed Landscape Architects.

#### **5. SPECIAL REQUEST**

The Board will consider any reasonable special request from individual registrants for continuing education credits and procedures. The Board may in individual cases involving physical disability, illness, or extenuating circumstances, grant a hardship or extension. An extension of the continuing education requirements shall be for a period of time not to exceed two years. No extension of time shall be granted unless the registrant submits a written request to the Board.

#### **6. SELF DIRECTED ACTIVITIES**

The Board will allow up to five hours of self-directed activities to fulfill the continuing education requirements of the registrant, however, these activities must 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 university or college instructional teaching loads. Full-time academics may include studies required for innovative university or college courses, or for studies required for courses beyond the usual university or 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. As of November 2024, licensees are able to use up to ten hours of self-directed CE for the performance of volunteer landscape architectural services related to disaster mitigation and recovery.

#### **7. FAILURE TO COMPLY**

Failure of a registrant to complete the continuing education requirements as set forth, or failure to file a report of completed continuing education, or failure to submit a written request for an extension shall be grounds for denial of license renewal and possible suspension of license or denial of consideration for future license reinstatement, at the discretion of the Board.

#### **8. BOARD DENIAL**

If the Board disapproves the submitted continuing education report in whole or part, the registrant will be so notified and will be granted a period of time specified by the Board to correct the deficiencies noted.

#### **9. APPEAL**

In the event of denial, in whole or part, of any application for approval of credit for continuing education activity, the registrant shall have the right within 30 days after the date of notification of the denial by mail, to request a hearing by the Board. The decision of the Board shall be final.