

NORTH CAROLINA 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 requests credit for a pre-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. If not approved, 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.**

Instructions to make application for an activity that has not been approved by the Board

- a. Go to <https://www.ncbola.org/>. Click on the Continuing Education Block on the Home page. You will be taken to the CE page of the website. Click on CE Activity Application. You will be taken to the login page for Certemy. Login to your account using your email address and password. Go to My Credentials and click on the Continuing Education Application that has been assigned to your account.
- b. Click on CE Application Form (step one in the credential) – Click Complete Now
- c. Complete the application and submit.

*Once the application has been given final approval, you will receive an email. The hours will **not** automatically report to your account, you will be required to report all hours.*

Instructions to report hours that you know are approved and/or search for Board approved CE activities

- a. Login to your account, click on the renewal where you want to report the hours.
- b. Click on Continuing Education on the right-hand side.
- c. Search for the activity under Education Opportunities.
- d. Once found, click Submit Hours.
- e. Upload your documentation of attendance and click Continue.

Instructions to report LA CES hours with HSW component not found under Education Opportunities

- a. Login to your account, click on the renewal where you want to report the hours.
- b. Click on Continuing Education on the right-hand side.
- c. Click on Submit Hours.
- d. Enter the requested information.
- e. Upload your documentation of attendance and click Continue.

Important Dates

- | | |
|--|------------------|
| a. Renewal Period | July 1 - June 30 |
| b. Deadline for submitting CE Activity Approval | May 15* |
| c. Application: Renewal of Registration Deadline | June 30 |

** If an application for CE Activity is received by the Board on or before May 15, it will 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 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.

Definitions

- a. Health, Safety and Welfare (HSW) - https://www.ncbola.org/images/uploads/files/HSW_rev031421.pdf
- b. Educational Activity - Formally sponsored activity having direct relationship to practice of Landscape Architecture and HSW. 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 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.
- 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.

Hours Awarded

Educational Activity – The maximum hours given for any one Educational Activity is 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 sponsored by a commercial manufacturer or technical specialist (sales presentations not permitted)	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 hours	Up to 10

Self-Directed Activity – The maximum hours given for any one Self-Directed Activity is five (5) hours.

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. <i>(Full time academics may not include activities associated with their usual teaching responsibilities.)</i>	2 per <i>delivery</i> contact hour
Making a presentation at a technical/professional meeting	2 per <i>delivery</i> contact hour
Participating in a self-guided tour	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