

NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS

Continuing Education Activity Approval Form

Online application is available and preferred.

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 making application with the Board for approval of each Continuing Education (CE) Activity, **unless the course has already been approved**. Online application is available and preferred. Documentation of compliance shall be by affidavit form provided by the Board. The report(s) shall be filed with each renewal application. Documentation of compliance shall be through completion of the 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 an application for continuing education to be used for renewal is May 15.

- I. Instructions
 - a. Complete instructions can be found on the homepage of the website.
 - b. Login to your account at <http://www.ncbola.org> using your email address and password.
 - 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* (classroom setting or online activity available to all licensees) or *Self-Directed Activity* (activity specific to one individual licensee, e.g. service on volunteer or Board or Town Council)– 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 and 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. Please answer all of the essay questions in your own words and in complete sentences, using correct grammar and punctuation. You are encouraged to provide thorough responses to the essay questions regarding public health, safety and welfare and the relativity of the activity to landscape architecture. Be sure to reference NCGS 89A in your response where applicable. Click *Go To Next Step*. **Incomplete applications for review will be deferred to the applicant for additional information.**
 - i. Enter the activity location, activity date and type of event scheduling (advance, on demand or unscheduled).
 - j. Upload documents. You will not be able to submit the application without providing required information. Incomplete applications will not be reviewed.
 - i. *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.

II. Important Dates

- | | |
|--|---------------------------------|
| a. Renewal Period: | July 1 - June 30 |
| b. Application deadline for CE Activities: | May 15* |
| c. Renewal of Registration Deadline: | June 30 (end of Renewal Period) |

** If the CE Activity Approval Form 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 CE Activity Approval Form 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.

Pre-approved activities that occur between May 15 and June 30 may be counted toward the required hours (see section V for link to pre-approved courses).

III. Definitions

- Health, Safety and Welfare (HSW) - <http://ncbola.org/files/news/hsw.pdf>
- 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,
 - 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.
 - 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.
 - 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.
- 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.**
- Contact Hour – Sixty (60) minutes of attendance or participation in an approved continuing education activity.
- Delivery Contact Hour – Sixty (60) minutes of presenting a lecture, teaching a class, guiding a tour or other applicable means of delivering information related to landscape architecture and health, safety, and public welfare.
- Continuing Education Credit Hour – The maximum number of allowable continuing education hours per contact hour.

IV. 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 (does not apply to newly reinstated licensees).
- 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

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.
*(Full time academics may not include activities associated with their usual
teaching responsibilities.)* 3 per *delivery* contact hour

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

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

- V. List of Approved Health, Safety and Welfare (HSW) Subject Areas
<http://ncbola.org/files/news/hsw.pdf>

- VI. Rules of the Board prohibit North Carolina from automatically accepting LACES activities. LACES activities applicable to NCGS 89A may be applied for by the provider or individual.

- VII. Continuing Education Activity Approval Form
Applicants may complete this form if the continuing education activity is not already pre-approved through a separate submission. **Online application is available and preferred.** 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 for review will be deferred to the applicant for additional information.

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Continuing Education Activity Approval Form

PLEASE TYPE OR PRINT, OR USE **ONLINE FORM (PREFERRED)** FOLLOWING THESE INSTRUCTIONS:

http://ncbola.org/files/news/ce_inst.pdf

Date of Application: _____ Continuing Education for License Year: 20____ - 20____

Applicant is: Registered Landscape Architect Educational Activity Provider

Type of Activity: Educational 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 credit hours requested (provide calculation details, see section V): _____

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. Be thorough and attach additional pages if needed.

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. In your own words, explain 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: _____ NCBLA License Number: _____