



North Carolina Board of Landscape Architects

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CONTINUING EDUCATION NOTICE

I. Requirements for Contact Hours of Continuing Education:

10 contact hours of continuing education per renewal period.

II. Deadline:

The deadline for submission is one week prior to the scheduled Continuing Education Approval Committee meeting. Activity forms submitted after May 15 cannot be guaranteed of approval within the license renewal year.

In order for a licensee to qualify for the annual registration renewal, the licensee must have completed 10 contact hours of continuing education within the renewal period July 1 - June 30.

All continuing education activities which a licensee wishes to apply towards meeting the continuing education requirements for any given license year **MUST BE APPROVED BEFORE THE JULY 1 DEADLINE FOR REGISTRATION RENEWAL!**

Licensees who submit *Continuing Education Activity Forms* that are received by the Board after the May 15th deadline cannot be assured that the activity will be evaluated before the July 1 deadline for Registration Renewal.

If the *Continuing Education 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 your registration. The six week window 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:

- a. be notified that his/her Continuing Education activity has been approved or denied;
- b. resubmit an application which has been given a deferred status (due to incompleteness or other reasons);
- c. submit other activities if any of the applicant's initial submittals have not been approved.

Any Renewal of Registration Application which does not include the required signed statement of continuing education will not be accepted by the Board. The application will be returned to the applicant along with the renewal payment.

- **Newly licensed individuals, continuing education is not required until your second renewal** •

Failure of a registrant to complete the continuing education requirements, or failure to file a report of completed continuing education are 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.

Example of qualifying circumstances: **Received 10 hours CE credit July 1, 2005 - June 30, 2006.**

Attachment