

Landscape Architects Continuing Education Self-Report Form

Read the Continuing Education rules (www.arc.ohio.gov/ContinuingEducation.aspx) before completing this form. Activities not listed do not qualify. Documentation is required. Retain a copy in your files indefinitely. *Architects may not use this form.*

Complete all information:

Name	Ohio Registration #
Street Address	City/State/Zip Code
Daytime phone	Email:
Check type of activity and <i>attach</i> required documentation:	
<p>____ Teaching at an accredited institution of higher learning.</p> <p>12 hours credit for each hour of academic credit provided by the course. Course must be related to the profession and taught during renewal period. Full time faculty members not eligible for any credit. After the first year, 12 hours maximum credit for the same course.</p>	<p>Name of Institution _____</p> <p>Title of Course _____</p> <p>Hours _____</p> <p>Dates Taught _____ to _____</p> <p>Must include letter from university.</p>
<p>____ Publishing a book or an article in a professional journal.</p> <p>One time credit for each book or article. Must be related to the profession and published during renewal period. Credit: One hour of credit for each hour of preparation. Maximum five hours credit per article; max. 12 hours credit per book.</p>	<p>Title of book or article _____</p> <p>Name of publisher or journal _____</p> <p>Date of Publication _____</p> <p>Hours: _____</p> <p>Must include copy of title page or article with date.</p>
<p>____ Teaching a course or seminar, delivering a lecture, presenting a paper, or a program, workshop or monograph at an educational event meeting the Board's requirements.</p> <p>Activity must have occurred during renewal period. Credit may be taken only once for the same program. Two hours credit maximum per course.</p>	<p>Name of Event _____</p> <p>Title of Course or program _____</p> <p>Hours: _____</p> <p>Dates Taught _____ to _____</p> <p>Must include verification from approved provider.</p>
<p>____ Voluntary service to a public entity, to which you are appointed due to professional status.</p> <p>Examples: planning, zoning, and design review boards. Non-governmental entities do not qualify. Service must have occurred during renewal period. Maximum 6 hours per renewal period.</p>	<p>Name of Board or Commission _____</p> <p>Hours: _____</p> <p>Dates of Service _____ to _____</p> <p>Must include minutes or letter from appointing authority.</p>

By submitting this form, the registrant affirms that the described activities were completed. Falsification may result in disciplinary action.

Signature _____ Date _____