

**Ohio Board of Landscape Architect Examiners
Continuing Education Rules
As of January 10, 2010**

4703:1-1-06 Continuing Education.

(A) Definitions.

(1) "Contact hour" - a contact hour is at least fifty minutes of participation in an approved course or activity.

(2) "Qualified/certified" - shall mean activities approved for contact hours by any of the organizations in this rule.

(3) Approved providers: the imprimatur of any of these organizations in this rule shall constitute official acceptance by the board:

(a) Landscape architects continuing education system;

(b) American society of landscape architects;

(c) Council of landscape architect registration boards;

(d) Ohio board of landscape architect examiners;

(e) Urban land institute;

(f) American nurseryman's association;

(g) American planning association;

(h) National society of professional engineers;

(i) National recreation and parks association;

(j) American institute of architects;

(k) Construction education network;

(l) Agencies of the state or federal government offering training programs in landscape architecture or a related field;

(m) Coursework in landscape architecture or a related field at a university or college;

(n) Other related technical/professional societies or organizations, including local, state or regional affiliates, chapters, components or sections whose programs have been certified by any of the above organizations.

(B) General requirements.

(1) Contact hours.

Every landscape architect shall complete a minimum of twenty-four contact hours of continuing education prior to the end of each renewal period.

(2) Health, safety and welfare hours.

Sixteen of the twenty-four hours shall be health, safety and welfare hours as defined in this rule.

(3) Continuing education required to renew or restore.

The completion of these hours shall be a condition of renewal of the landscape architect's registration.

An application for renewal or restoration of a license may not be submitted unless the continuing education requirement has been completely fulfilled or the registrant has been exempted from the continuing education requirement by the board.

4) Carry over.

If the registrant exceeds the total number of required hours in any renewal period, a maximum of twelve hours may be carried forward into the next renewal period.

(C) Exemptions.

A landscape architect may be exempt, upon board review and approval, from the continuing education requirement in any of the following situations:

(1) *Newly licensed by exam.*

Landscape architects newly licensed by examination by the state of Ohio are exempt from the continuing education requirements for their first renewal period only. This exemption does not apply to reciprocal registrants.

(2) *Military duty.*

The landscape architect is on full time duty, or temporarily called up for active duty, in the United States military service, where such activity restricts participation in continuing education activities. The landscape architect shall provide supporting documentation for the board's review and approval.

(3) *Unable to practice.*

The landscape architect has experienced a physical disability, illness, or other extenuating circumstances that prevents the landscape architect from practicing landscape architecture. The landscape architect shall provide supporting documentation for the board's review and approval.

(4) *Registrants from other jurisdictions.*

The landscape architect otherwise meets all renewal requirements and is registered in any other jurisdiction having continuing education requirements, which the landscape architect has met, provided that such other jurisdiction accepts satisfaction of this jurisdiction's continuing education requirements as meeting it own.

(D) Content requirements.

Acceptable activities include those that increase the landscape architect's knowledge and/or understanding of technical or professional subjects and contribute directly to the improvement of the landscape architect's professional knowledge and competence to practice landscape architecture.

(1) *Health, safety and welfare topics*

Health, safety and welfare topics as those topics in which at least seventy-five percent of the subject matter applies the principles of mathematical, physical, and social sciences in consultation, evaluation, planning, design (including, but not limited to the preparation and filing of plans, drawings, specifications, and other contract documents), and administration of contracts relative to projects principally directed at the functional and aesthetic use and preservation of land.

These subjects may include, but are not limited to:

(a) *Building codes;*

- (b) Code of ethics;*
- (c) Codes, acts, laws and regulations governing the practice of landscape architecture;*
- (d) Construction administration, including construction contracts*
- (e) Construction documents;*
- (f) Design of environmental systems;*
- (g) Environmental processes and analysis;*
- (h) Erosion control methods;*
- (i) Grading;*
- (j) Horticulture;*
- (k) Irrigation methods;*
- (l) Land planning and use;*
- (m) Landscape preservation, landscape restoration and adaptive reuse;*
- (n) Lateral forces;*
- (o) Natural hazards - impact of earthquake, hurricane, fire or flood related to site design;*
- (p) Pedestrian and vehicular circulation;*
- (q) Planting design;*
- (r) Resource conservation and management;*
- (s) Roadway design principles;*
- (t) Site accessibility, including Americans with Disabilities Act standards for accessible site design;*
- (u) Site and soils analysis;*
- (v) Site design and engineering, including materials, methods, technologies and applications;*
- (w) Site security and safety;*
- (x) Storm water management, surface and subsoil drainage;*
- (y) Structural systems considerations;*
- (z) Surveying methods and techniques as they affect landscape architecture;*
- (aa) Sustainable design, including techniques related to energy efficiency;*
- (bb) Use of site materials and methods of site construction;*
- (cc) Vegetative management;*
- (dd) Wetlands;*
- (ee) Zoning as it relates to the improvement and/or protection of the public health, safety and welfare of the public;*

(ff) *Other matters of law and ethics that contribute to the health, safety and welfare of the public.*

(2) *The following topics are not considered health, safety and welfare topics:*

(a) *Accounting/financial planning;*

(b) *Basic AutoCAD;*

(c) *Expanding a design professional's business;*

(d) *General office management;*

(e) *Insurance;*

(f) *Laws related to arbitration, mediation, liens (unless they relate to safeguarding the health, safety and welfare of the public), real estate, real estate development;*

(g) *Limiting the design professional's liability;*

(h) *Marketing and public relations;*

(i) *Personal development;*

(j) *Project management related to profitability and maximizing fees;*

(k) *Risk management;*

(l) *Succession planning.*

(E) *Methods for fulfilling continuing education requirements.*

A landscape architect may earn the required contact hours by any of the following methods, except that credit shall be awarded only once in a renewal period for the same program with the same content:

(1) *Attending a graduate or undergraduate level course at an accredited institution of higher learning where academic credit is granted and the content meets the requirements set forth in paragraph (C) of this rule. Credit: twelve continuing education credits for each one hour of academic credit received.*

(2) *Attending a course, program, seminar, conference, workshop or similar event where it is presented, sponsored, or approved by: an accredited institution of higher learning, a professional organization, and has been qualified/certified as defined in rule. Credit: one hour of continuing education credit for each hour of actual contact time of instruction provided.*

(3) *Teaching a graduate or undergraduate course, on a part-time basis, at an accredited institution of higher learning where the content meets the requirements noted above. Credit: twelve hours of continuing education credit for each one hour of academic credit provided by the course except that after the first year, the maximum credit may not exceed more than fifty per cent of the required continuing education credit of the renewal period.*

(4) *Teaching a course or seminar, delivering a lecture, presenting a paper, or a program, workshop or monograph at an educational event meeting the above requirements, except that this credit may be taken only once for the same program. Credit: Two hours maximum.*

(5) *Publishing an article in a professional journal, which meets the content requirements above, for one time credit for each article. Credit: one hour of continuing education credit for each hour of preparation, not to exceed five hours per article.*

(6) Publishing a book, which meets the content requirements above, for one time credit for each book. Credit: one hour of continuing education credit for each hour of preparation, not to exceed twelve hours per book.

(7) As a member of a professional committee responsible for researching, writing or grading questions for the landscape architect registration exam or other similar technical activities. Credit: a maximum of fifty per cent of the required continuing education credit of the renewal period.

(8) Professional service to the public, which draws upon the landscape architect's professional expertise, on boards and commissions such as: planning boards, building code organizations, urban renewal boards, and other similar activities. The board shall, in its discretion, determine applicable activities in this category which are in addition to those specifically named above. These activities may be listed by the board from time to time. Credit: one hour of continuing education credit for each hour of work in this activity, not to exceed twenty-five per cent of the continuing education requirements of the renewal period.

(9) Obtaining the "LEED Professional Accreditation by passing the "LEED AP Exam" during the current renewal period. Official documentation from the "Green Building Certification Institute (GBCI)" must be provided. Credit: a one time credit of eight hours.

(10) Self-directed activities: self-directed activities are those that are done independent of a structured format such as a seminar or lecture. Credit: not to exceed fifty per cent of the continuing education requirements of the renewal period. Documentation shall be required at the discretion of the board.

In order for a self-directed activity to receive credit, the registrant shall:

- (a) Account for the time spent completing the activity;
- (b) Summarize the content of the activity;
- (c) Relate the activity to the health, safety and welfare of the public.

(F) Records to be maintained by the landscape architect.

Each landscape architect shall, in addition to information submitted to the board maintain a written record of all continuing education courses or program undertaken.

Records shall be made available at any time to the board upon written request for review and audit.

Records shall be maintained for four years.

Records may be requested at any time in connection with an investigation or enforcement proceeding.

Failure to provide the requested information in the time frame established by the board shall constitute cause for disciplinary action by the board and may be cause for fines, reprimand, suspension revocation or denial of the application for renewal of the landscape architect's registration.

Appropriate records shall consist of the following:

- (1) Certificate of attendance or completion;
- (2) Course or activity description;
- (3) Transcripts/records of credits maintained by providers who may qualify/certify such credits and activities.
- (4) Other documentation verifying the content and time of the course or event.

(G) Audit.

Upon request, each landscape architect shall provide proof of satisfying the continuing education requirement. Failure to provide the requested information in the time frame established by the board shall constitute cause for fines, reprimand, suspension, revocation or denial of the application for renewal of the landscape architect's registration.

(H) Disallowance.

If the board disallows one or more continuing education activities claimed, the landscape architect has up to ninety days after the notification to substantiate the original claim or to complete other continuing education activities sufficient to meet the minimum requirements.

(I) Landscape architect shall attest to compliance.

Every landscape architect shall attest, in the manner prescribed by the board, to the landscape architect's meeting of the requirements as described herein. Said attestation shall accompany the renewal application.

(J) Falsification.

Any landscape architect falsifying the records of the landscape architect's continuing education activities shall be subject to disciplinary action by the board.

(K) Appeal.

A landscape architect shall have the right to appeal any refusal by the board to accept continuing educational activities for credit under these requirements. This appeal shall include the presentation of evidence supporting the landscape architect's contention that the activity meets the requirements of this rule.

(L) Requirements for lapsed and reinstating applicants.

A landscape architect whose license has lapsed, and who desires to reinstate that license, must submit, with the reinstatement application, proof of completion of twenty-four hours of continuing education within the last two years.

Effective: January 10, 2010

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