



## Ohio Board of Landscape Architect Examiners

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio  
43215-6108

Phone (614) 466-2316  
Fax (614) 644-9048  
www.arc.ohio.gov

### Landscape Architects Continuing Education Self-Report Form

*Read the Continuing Education rules ([www.arc.ohio.gov/ContinuingEducation.aspx](http://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:**

<b>Name</b>	<b>Ohio Registration #</b>
<b>Street Address</b>	<b>City/State/Zip Code</b>
<b>Daytime phone</b>	<b>Email:</b>
<b>Check type of activity and <i>attach</i> required documentation:</b>	
<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><b>Must</b> 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><b>Must</b> 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><b>Must</b> 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><b>Must</b> 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 \_\_\_\_\_

Rev. 01/13