

**Ohio Board of Landscape Architect Examiners**

<http://arc.ohio.gov/lae>

77 S. High St, 16th Floor

Columbus, Ohio 43215-6108

Phone 614-466-2316 Fax 614-644-9048

**Guidelines for Landscape Architecture Continuing Education Providers in Ohio**

The Ohio board does not pre-approve programs or providers.

Programs must be at least 50 minutes in length.

One clock hour = one contact hour. Time beyond 60 minutes shall be reported in ¼ hour increments. E.g., a seventy-five minute program shall be reported as 1.75 contact hours.

Programs must be educational in nature and not “commercials” for the provider or their product. References to or questions about the vendor’s specific products or programs should be addressed at the conclusion of the program.

Acceptable subject matter includes those which increase the registrant’s knowledge and understanding of technical or professional subjects and that contribute directly to the improvement of the registrant’s professional knowledge and competence. This includes any subject matter covered on the Landscape Architect Registration Exam (LARE).

Programs should have clearly established learning outcomes: e.g., “The attendee will learn the various types of trees suitable for planting in an urban environment.”

Multiple programs should not be combined to create a contact hour; e.g., a two-hour professional association meeting cannot be reported for CE credit.

Each education program within a professional association meeting must be reported as a stand-alone seminar of at least sixty minutes in length.

Business portions of professional association meetings are not eligible for CE credit.

Certificates of Completion must be provided to attendees.

A Certificate of Completion should contain the following information:

- title of the course or program and any identification number assigned to it by the sponsor
- number of hours completed
- the provider’s name and any identifying number
- verification by the sponsor of your attendance
- the date and location of the program or course
- signature of instructor
- attendee’s name

Participants, providers and instructors should retain attendance lists indefinitely.

Programs given prior to November 1, 2005 do not count toward the state’s CE requirement.

Do not submit records to the Board office unless asked to do so by the Board.

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