

Ohio Board of Landscape Architect Examiners
Continuing Education Rules
As of October 1, 2008
New or revised language appears in italics

4703:1-1-06 Continuing Education.

(A) General Requirements.

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

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.

(B) Exemptions.

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

- (1) *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) *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) *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) 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.

(C) 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.

These subjects generally include but are not limited to the following:

- (1) Legal and administrative issues: Study of codes including building, zoning, environmental codes and laws affecting and governing the practice of landscape architecture, basic construction laws, construction contracts, project management, professional liability issues, bid evaluation process and ethical standards for professional practice, universal and accessibility codes.
- (2) Analysis: Study of mathematics, geology, history of landscape architecture, land use, and cultural landscapes, sociological and cultural influences on design, behavioral, psychological and sensory implication on design, natural conditions and ecosystems, resource preservation,

characteristics of fire hazard areas, visual assessment techniques, topography, hydrology, hydraulics, vegetation and soils analysis.

- (3) Design issues: Study of basic design and planning principles including regional, urban, community, landscape, and transportation, roadway design, design of pedestrian and vehicular circulation systems, universal / accessible design, principles of sustainability, plant material use, landscape maintenance material and practices, playground safety guidelines, irrigation system design.
- (4) Construction methods and Processes: Study of construction methods and techniques, equipment technology and use, construction sequencing, permitting construction activities, methods of installation, principles and practice of grading, drainage, erosion control, wetland creation and mitigation, utility system design / requirements, irrigation systems, lighting systems.
- (5) Details: Study of construction detailing including site materials availability, cost, basic characteristics and applications, site amenities including pools, fountains, playground equipment, decks, walls, overhead structures, pavement design, structural requirements for amenities including small structures.
- (6) Self directed activities: Self directed activities are those that are done independent of a structured format such as a seminar or lecture. In order to qualify, an applicant shall:
 - (a) Account for time spent completing activity
 - (b) Summarize the content of the activity, and
 - (c) Relate the activity to public health, safety, and welfare

Documentation shall be required at the discretion of the board.

(D) 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 (12) continuing education credits for each one (1) 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 4703:1-1-01 (J). Credit: One(1) 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 (12) hours of continuing education credit for each one (1) 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 (2) 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 (1) hour of continuing education credit for each hour of preparation, not to exceed five (5) hours per article.

- (6) Publishing a book, which meets the content requirements above, for one time credit for each book. Credit: One (1) hour of continuing education credit for each hour of preparation, not to exceed twelve (12) 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 percent 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.*

(E) Records maintained by landscape architects.

Each landscape architect shall, in addition to information submitted to the board, maintain a written record of all continuing education courses or programs 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;
- (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.

(F) *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.

(G) *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.

(H) 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.

(I) Falsification of records.

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

(J) 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.

(K) Requirements for lapsed, reinstating and reciprocal registrants

- (1) 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.*
- (2) A reciprocal applicant whose initial application is submitted twelve months or less prior to the expiration of the renewal period shall have their continuing education requirement pro-rated in an amount equal to the number of months remaining in the renewal period.*

Effective: October 1, 2008

Review date: November 10, 2011