

## **CONTINUING EDUCATION FOR PROFESSIONAL LANDSCAPE ARCHITECTS LICENSED IN MISSOURI**

**ALL PERSONS LICENSED AS A PROFESSIONAL LANDSCAPE ARCHITECT** in the state of Missouri must acquire 24 Continuing Education Units (CEUs) every two years before renewing their license. At least sixteen (16) CEUs shall be related to health, safety, and welfare (HSW) acquired in structured educational activities; however, if the licensee wishes he or she may acquire all twenty-four (24) hours in such HSW subjects and activities. All professional landscape architects will be required to document their CEUs by maintaining a list of activities they attended and sign a statement that they have met this requirement before renewing. If the licensee is audited, he/she will be asked to submit proof of attendance at these activities.

**PURPOSE** of this requirement is to reinforce the need for lifelong learning in order to stay current with changing technology, equipment, procedures, processes, tools and established standards. Qualifying activities must have a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the practice of landscape architecture and necessary to safeguard life, health, property and promote the public welfare. The licensee is given flexibility in selecting among a broad range of subjects that are intended to strengthen or maintain competency in technical, managerial (business) or ethical fields. Licensees are encouraged to select meaningful activities which will be of benefit in the pursuit of their chosen field.

**CONTINUING EDUCATION UNIT (CEU)** is defined as one nominal contact hour of instruction or presentation. The maximum CEU for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) CEUs. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. Seminar presenters may attempt to take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the CEU for which the seminar is advertised. This would result in over nine CEUs in an eight-hour period which is not permitted. CEUs cannot exceed the actual contact clock hours.

**ROUND** off CEUs to the nearest half-hour. **No activity under a half-hour will be accepted for credit.** For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 CEU and an activity of 50 to 60 minutes would be reported as 1.0 CEU.

**CARRY OVERS** of a maximum of 12 qualifying CEUs may be forwarded to the subsequent renewal period. If a professional landscape architect claims carry over CEUs from the prior reporting period, the Continuing Education Unit Reporting Form and all Attendance Verification Records for that prior period must also be submitted.

**CONTINUING EDUCATION UNITS ACQUIRED AT LOCATIONS OTHER THAN MISSOURI** will be allowed for renewal of a license in Missouri so long as the content meets the requirements of Board Rule 20 CSR 2030-11.035.

**RECORD KEEPING** is the responsibility of the licensee. The required records must be maintained for a minimum of four years for auditing purposes. Examples of records required include, but are not limited to:

1. Continuing Education Unit Reporting Form (Parts I, II and III); and,
2. Attendance verification records in the form of completion certificates, signed attendance receipts, a copy of a listing of all attendees signed by a person in responsible charge of the activity or other documentation verifying attendance and CEU credits earned. If audited, submission of specific information on each activity is required. Simply stating "attending education activities at ABC Company" is not acceptable.

**SEMESTER HOUR CREDIT FOR COLLEGE COURSES** – To qualify for this credit, a course must meet regularly and participants tested with a passing grade required. The course must deal with landscape architectural subjects or business practice. One semester hour is converted to 15 CEUs.

**INTERACTIVE ACTIVITIES** – Active participation and successful completion of short courses or seminars dealing with landscape architectural subjects sponsored by colleges or universities; technical presentations on subjects which are held in conjunction with conventions or at seminars related to materials use and function; short courses or seminars relating to business practice or new technology and offered by colleges, universities, professional organizations or system suppliers. (One (1) CEU credit for each contact hour.)

**PROFESSIONAL SERVICE** to the public that draws upon the licensees' professional expertise on boards or commissions, building code advisory boards, urban renewal boards or code study committees are allowed one (1) CEU credit for each contact hour. (A maximum of two (2) CEUs annually per organization at end of service year.)

**TEACHING CREDITS** - Three (3) units are allowed for preparing for each class hour spent teaching landscape architectural courses or seminars. Credit is allowed for the first occurrence of teaching a course or seminar per two (2) year renewal period. College or university faculty may not claim credit for teaching regular curriculum courses.

**PUBLISHED PAPERS, ARTICLES OR BOOKS** – Five (5) CEUs may be claimed for landscape architectural research which is published or formally presented in a nationally circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. (A maximum of ten (10) CEUs per two year renewal period.)

**ACTIVE PARTICIPATION IN PROFESSIONAL AND TECHNICAL SOCIETIES** includes all technical and professional societies, but does not include civic or trade organizations. CEUs are awarded only for those portions of the meeting that meet the requirements of Board Rule 20 CSR 2030-11.035. Licensees serving as an officer or member of committee in a technical society or organization shall earn a maximum of two (2) CEUs annually per organization. CEU credit is not earned until the end of each year of service is completed.

**DETERMINATION OF QUALIFYING ACTIVITIES** must be made by the licensee. The Board does not pre-approve courses or activities and can only distribute information on

what is and is not acceptable. With the broad range of opportunities to earn CEUs, it is up to the licensee to determine whether the activity qualifies under this Board's requirements. For example, programs presented on topics that are not relevant to your profession should not be claimed for CEU credit. Please note that the LA CES (Landscape Architecture Continuing Education System) is a program sponsored by key landscape architecture organizations to establish, maintain, and enforce standards for evaluating professional development and continuing education programs for landscape architects. Currently there are 146 approved providers and more than 650 active courses available. Twenty-nine of the 38 jurisdictions that have mandatory CE requirements accept LA CES courses for meeting these requirements; Missouri is one of those 29 jurisdictions. In addition, CLARB offers a free CE tracking service to Council Record holders who are licensed. Information about successfully completed LA CES courses is transferred from LA CES to CLARB so that if a licensure board requests proof of CE compliance, these licensees can generate a CE transcript via the CLARB website. For more information please visit the LA CES website at <http://laces.asla.org/>. The Board has final approval of CEU credit.

**AUDITS** will be randomly conducted each two-year renewal period to ensure compliance with the Board's requirements. If selected for audit, you will be contacted to provide necessary documentation. Your records must be maintained for a period of four (4) years and copies must be furnished, upon request, to the Board for audit verification purposes. If in its review, the Board finds that a CEU claimed is not acceptable, the Board shall inform the licensee of the criteria that has not been adhered to and he/she will have three months from the license renewal date in which to substantiate the original claim or to earn other credits to meet the minimum requirements.

**EXEMPTIONS** are provided for licensees who have been licensed for less than twelve (12) months; licensees serving honorably on full-time active duty in the armed forces of the United States; and, for those licensees who attest in the required renewal that for not less than twenty-one (21) months of the preceding two (2) year period of licensure, the professional landscape architect is a government employee working as a professional landscape architect and assigned to duty outside the United States. If you are exempt, you must complete the renewal form, submit the renewal fee, and attach supporting documentation for the exemption.

**RENEWAL PERIOD** – Renewals are biennial. All professional landscape architects originally licensed in an even year will be required to renew their license by December 31<sup>st</sup> of every even year. All professional landscape architects originally licensed in an odd year will be required to renew their license by December 31<sup>st</sup> of every odd year. In order to renew the license, the professional landscape architect must have obtained 24 CEUs within the two years immediately preceding the renewal date. In order for a renewal to be processed, the licensee must either certify that he or she has completed the required CEUs or elect to place their license in an INACTIVE status. Failure to do either will result in the automatic expiration of the license.

**INACTIVE STATUS** – Please note that at the time of renewal, you will have the option of placing your license in an inactive status. If you elect to go inactive, you cannot practice but you can retain the title of professional landscape architect. You do not have to show completion of any CEUs but you must submit the renewal fee and your renewal form prior to the deadline.

**INITIAL REGISTRATION** – A professional landscape architect who, holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure, shall not be required to report CEU hours at the first license renewal.

**EXPIRATION** – Failure to renew shall automatically cause the license to expire and be void. The holder of the expired license or certificate shall have no rights or privileges under such license, but may within the discretion of the Board, be relicensed under the licensee's original license number providing the individual pays the required fee and satisfies the Board of their proficiency.

**TYPICAL QUALIFYING ACTIVITIES:**

- Contact hours in attendance at short courses, seminars, tutorials, workshops, correspondence courses, video courses, webinars, in-house corporate sponsored educational programs or training which relates to the practice of professional landscape architecture. Correspondence courses must show evidence of achievement with a final graded test.
- Attending technical or professional society meetings when a topic related to the licensee's professional practice is presented as a principal part of the program.
- Class preparation for teaching landscape architectural courses or seminars for the first occurrence of teaching a course or seminar per two (2) year renewal period.
- Computer software instructional courses which relate to the licensee's technical profession.
- Management or ethical courses which relate to the landscape architectural profession.
- Educational tours of landscape architecturally significant projects where the tour is conducted by a qualified sponsor such as a college, university or professional organization.
- Professional service to the public that draws upon the licensee's professional expertise on boards or commissions, such as: serving on planning commissions, park boards, building code advisory boards, urban renewal boards, code study committees, city council, county commissions or state boards. (A maximum of two (2) CEUs annually per organization.
- Self-study courses sponsored by the Council of Landscape Architectural Registration Boards, MALA, ASLA or similar organizations.
- LA CES (Landscape Architecture Continuing Education System) courses. For listing, please visit the following website: <http://laces.asla.org/>

**HSW vs. Elective CEUs:** The following is provided for general guidance and will be used in determining whether CEU's are considered HSW or Elective.

- The designation as to HSW or Elective CEU certified by LA CES (and/or similar designation by other professional design organizations) will be accepted.
- Project or facility tours demonstrating new and current trends of landscape architecture related construction materials, process and technologies. (HSW)

- Project tours highlighting general features of landscape architecture projects. (Elective)
- Business – Management related activities (Elective)
- Business – Accounting related activities (Elective)
- Business – Marketing related activities (Elective)
- Risk Management related activities (HSW)
- Generally Non-Structure Activities are considered as Elective CEUs (Further documentation of how the activity addresses public HSW requirements will be required.)
- Professional Service to the Public (Elective).

**TYPICAL NON-QUALIFYING ACTIVITIES:**

- Regular employment
- Real Estate licensing courses
- Personal, estate or financial planning
- Non-technical computer software courses
- Personal self improvement
- Service club meetings or activities
- Equipment demonstrations or trade show displays
- Topics not relevant to licensee's profession
- Enrollment without attendance at courses, seminars, etc.
- Repetitive attendance or teaching of the same course within the same renewal period
- Attending committee meetings or general business meetings of any organization
- Conversational language courses for personal use
- Tours of site development, buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in the technical aspects of landscape architecture.
- CEUs for participating in the same activity within a two year period will not be accepted.