



Continuing Education Guidelines for February 1, 2021—January 31, 2023 Reporting Period

REQUIREMENTS

The SC Board of Landscape Architectural Examiners requires twenty (20) hours of continuing education activities for each biennium renewal period. Acceptable courses consist of learning experiences that enhance and expand the skills, knowledge, and abilities of practicing landscape architects to remain current and render competent professional service to clients and the public.

This document provides information to meet and document continuing education activities for each biennium. Continuing education is due with the license renewal on January 31 of odd numbered years. Licensees must attest to meeting the requirement on the renewal form. Audits are conducted after the renewal period closes. The Continuing Education Audit Form (pages 4-6 of this document) can be used to record continuing education activities.

EXEMPTIONS

There are four exemptions for continuing education:

- A new licensee is exempt for their first renewal (not to exceed two years).
- A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 days in a year. Documentation to substantiate this exemption must be submitted to the Board by January 1 of odd numbered years.
- A licensee experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board. Documentation to substantiate this exemption must be submitted to the Board by January 1 of odd numbered years.
- Licensees approved for Emeritus Status.

CE DOCUMENTATION CHECKLIST

- ⇒ COURSE PROVIDER
- ⇒ COURSE TITLE
- ⇒ COURSE DATE
- ⇒ COURSE TIME/
NUMBER OF
HOURS
- ⇒ INSTRUCTOR
NAME AND
CREDENTIALS
- ⇒ COURSE FORMAT
(IN-PERSON,
ONLINE, SELF
DIRECTED, ETC)
- ⇒ HEALTH/SAFETY/
WELFARE
DESIGNATION



CATEGORY 1—STRUCTURED HEALTH/ SAFETY/WELFARE ACTIVITIES

Category 1 – Structured Health/Safety/Welfare Activities.

Fifteen (15) of the 20 hours must be Category 1. Structured activities include technical presentations, workshops, or seminars in landscape architectural subjects provided by independent sponsors.

- Activities organized, sponsored, or approved by ASLA, CLARB, and LA CES are automatically accepted in this category.
- Technical presentations, workshops, or seminars on landscape architectural subjects in conjunction with colleges, universities, conventions, or seminars are automatically accepted in this category.
- Structured activities can take place within a traditional classroom setting, or in an online, interactive presentation.

Carry Over Credits: A maximum of ten (10) hours of Category 1 activities may carry over to the next biennial renewal period.

ACCEPTABLE DOCUMENTATION

Documentation should provide verification of the number hours of each course/program, the instructor's name and credentials, the course date, time, and title, and the number of hours awarded. Examples of acceptable documentation include:

- Certificates of Completion
- Course materials
- Sign in sheets
- Questions and answers
- Discussion, summaries, and case studies
- Demonstrations and simulations
- Written or oral exams
- Written exercises or reports
- Projects, plans, and decision-making exercises
- Meeting minutes
- A copy of published articles or papers
- A book synopsis and links for a published book

EXAMPLES OF ACCEPTABLE CATEGORY 1

The following providers have been accepted in previous audits as acceptable Category 1 activities. Please note, this is not a comprehensive list:

- ◇ [American Society of Landscape Architects \(ASLA\)](#)
- ◇ [Landscape Architect Continuing Education System \(LA CES\)](#)
- ◇ [Council of Landscape Architect Registration Boards \(CLARB\)](#)
- ◇ [Red Vector](#)
- ◇ [Ron Blank](#)
- ◇ [LEED Certification](#)
- ◇ [University of Georgia Center for Continuing Education](#)
- ◇ [AEC Dailey](#)
- ◇ [GibneyCE.com](#)



CATEGORY 2—SELF DIRECTED STUDY

A maximum of five (5) hours is allowed for practice related, self-directed topics. Acceptable examples of self-directed study include:

- Public service that draws on landscape architectural expertise, such as design review boards, planning commissions, building codes advisory boards, urban renewal boards, or code study committees.
- Authoring papers, articles, or books.
- Individualized seminars, tutorials, video courses, or webinars that are pre-recorded and do not allow interaction with an instructor.
- Double credit is issued for teaching landscape architectural courses or seminars. Credit can only be claimed once, and does not apply to full-time faculty.

CE BROKER

CE Broker is a tracking tool used by various States and Boards throughout the nation.

Licensees are encouraged to set up their free account through CE Broker. To establish an account, follow these steps:

- ◇ Go to [CE Broker](#).
- ◇ Click “Sign In.”
- ◇ Click your choice of plan. Licensees are only required to have a basic plan for audits with our Board.

Once the account is set up, licensees can enter continuing education documentation as received from attended events.

Questions regarding accounts and submittals can be directed to CE Broker at 1-877-434-6323.



South Carolina Department of Labor, Licensing and Regulation
**South Carolina Board of
 Landscape Architectural Examiners**
 110 Centerview Dr. • Columbia • SC • 29210
 P.O. Box 11419 • Columbia • SC 29211-1419
 Phone: 803-896-4580 • Contact.LSA@llr.sc.gov
 llr.sc.gov/land

Continuing Education Audit Form

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Official Use only Hrs approved	Presenter	Comments				
					Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>	
Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Official Use only Hrs approved	Presenter	Comments				
					Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>	
Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Official Use only Hrs approved	Presenter	Comments				
					Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>	

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Official Use only Hrs approved	Presenter	Comments				
			Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>			

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Official Use only Hrs approved	Presenter	Comments				
			Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>			

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Official Use only Hrs approved	Presenter	Comments				
			Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>			

Provider	Program Title & Description	Location	Dates	Hours	Self Directed	HSW
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Official Use only Hrs approved	Presenter	Comments				
						Documentation Attached Yes <input type="checkbox"/> No <input type="checkbox"/>

Total Hours: _____

Total HSW Hours: _____

AFFIDAVIT

I certify that the information submitted above is true and accurate and I have attached all required documentation. _____
Date

Printed/Typed Name of Licensed Landscape Architect

Signature of Licensed Landscape Architect

SC License Number

Daytime telephone number

SUMMARY of REQUIREMENTS:
20 hrs per two year period as per Chapter 76-6

Please return form and documents to:
Contact.LSA@lir.sc.gov

*Note: If additional space is required, attach additional pages