



Oregon State Landscape Architect Board  
Documentation Log for PDH Credit Per OAR 804-025-0010(2)

**Instructions for PDH Log**

*Use of this form is mandatory.*

*An RLA must be able to provide a copy of his or her PDH log and supporting documentation to OSLAB within 21 calendar days upon request.*

**Renewal Date:** This is your renewal date. It is always the last day of the month. Which month depends on the date of your initial registration. For example, if your initial registration was issued by OSLAB on November 15, then your renewal date becomes November 30.

**Audit Period:** The audit period is based on your renewal date. As an example, for a renewal date of July 31, the audit period is August 1 through July 31 of the renewal year just completed. For a renewal date of October 31, the audit period is November 1 through October 31. OSLAB recommends keeping a separate log sheet for each renewal year.

**25 Years:** This section must be filled out. OSLAB requires only 4 PDH (health, safety, and welfare) per audit period for a RLA with 25 consecutive years or more of practice in OR or while licensed or registered to practice landscape architecture in other jurisdictions. The 4 PDH can be accomplished through formal continuing education or self study. The PDH log must be maintained.

**Activity Type:** OSLAB recommends that RLAs use the pull-down menu provided. This menu corresponds with types of activities specifically identified in OSLAB's continuing education rules. There is also an option of "Other" for unique activities not otherwise falling within the other categories listed in the pull-down menu. OSLAB can approve other types of activities, but the RLA must be prepared to document a case for this as part of the audit process.

**Subject/Title, Sponsor & Duration:** Entries in this column can be brief but must be sufficient to allow OSLAB to match the listing to supporting documentation should you be subject to an audit.

**Instructor/Speaker:** Fill this field in when applicable. OSLAB recognizes that not all types of PDH involve an instructor or speaker. This information must correspond to supporting documentation.

**Activity Location:** Enter city, state, or country where the PDH was completed. This information must be sufficient to allow OSLAB to match the listing to supporting documentation should you be subject to an audit.

**PDH Credits:** OSLAB requires 12 PDH per year, with at least 9 addressing health, safety and welfare topics, except as described above under "25 Years".

**Type of Documentation:** OSLAB recommends that RLAs use the pull-down menu provided. This menu corresponds with the types of documentation specifically identified in OSLAB's continuing education rules as acceptable. The Board makes no guarantee that other types of documentation will be accepted and generally does not encourage registrants to request approval of alternative forms of documentation. When the Board requests proof of continuing education completed, this supporting documentation must be submitted with the PDH log.

**Carryover Credits:** If the RLA completed more than the required PDH in the audit period, then the RLA may carry a maximum of 12 PDH forward into the next renewal period. As part of the audit process, OSLAB will determine if the RLA is eligible for carryover credits due to completing more than the required 12 PDH during the audit period. OSLAB will identify the number and type of credits approved as carry over.

*If the RLA is audited and wants to use PDH from the prior renewal period as carryover credit applied to the audit period, then the PDH log and supporting documentation must cover the prior renewal period and the audit period.*