

DIVISION 25

CONTINUING EDUCATION

804-025-0000

Effective Date for Continuing Education Requirements

Requirements for Continuing Education went into full effect on July 1, 2006.

Stat. Auth.: ORS 671.395, 671.415

Stat. Implemented: ORS 671.395

804-025-0010

Continuing Education Exemptions

(1) Upon Board review and approval, a registrant may be exempted from continuing education requirements in any of the following situations:

(a) A registrant is called to active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a calendar year. This registrant may request an exemption from completing the required continuing education during any renewal period in which the registrant is on active duty.

(b) A registrant experiences physical disability, illness, or other extenuating circumstances that prevents the registrant from practicing landscape architecture for a specified period of time. The registrant may request a full exemption from or reduction in the required continuing education hours during the renewal period(s) in which unable to practice or practice is restricted. .

(c) A registrant working or travelling outside of the U.S. for an extended period of time as part of government employment, for humanitarian service, or for another similar purpose in areas where continuing education activities cannot readily be accessed or completed may request a full exemption from or reduction in the required continuing education hours during the renewal period(s) in which the work or travel outside the U.S. is occurring.

(d) A registrant requesting an exemption shall provide supporting documentation for the Board's review. The Board may request additional documentation as deemed necessary to consider the request. Each exemption is granted at the sole discretion of the Board.

(e) Instead of requesting an exemption, a registrant in good standing and facing circumstances described under (1)(a), (b), or (c) may request to be placed on inactive status under ORS 671.376(4) and OAR 804-022-0025. A registrant on inactive status can request a return to active practice within a five (5) year period counted forward from the date inactive status was granted by the Board.

(2) The Board may delegate the authority to approve continuing education exemptions to the Board Administrator.

(3) Any exemption approved will be documented in a written letter from the Board to the registrant.

(4) Exemptions will not be approved retroactively.

Stat. Auth.: ORS 671.395, 671.415

Stat. Implemented: ORS 671.376, 671.395

804-025-0015

Continuing Education Requirements for Reactivation or Reinstatement of Registration

(1) An inactive registrant must provide proof of completion of the continuing education requirements of OAR 804-025-0020(2) for the equivalent of 1 renewal period as part of a request for reactivation of registration.

(2) PDH activities must have been completed within the two year period immediately preceding the request for reactivation of registration.

(3) Delinquent (lapsed) registrants seeking reinstatement must provide proof of compliance with the requirements of OAR 804 Division 025 for the equivalent of each year the registration has been delinquent up to a maximum of the PDH required over 3 renewal periods. Activities must have been completed within the two year period immediately preceding the request.

Stat. Auth.: ORS 671.395, 671.415

Stat. Implemented: ORS 671.376, 671.395

804-025-0020

Uniform Continuing Education Standards

(1) Definitions: The following are definitions of terms used in this Division.

(a) “Activity” - any course or educational endeavor that has a clear purpose and objective and maintains, improves or expands the professional knowledge or skill of the registrant in relation to the practice of landscape architecture.

(b) “Audit period” - the renewal period for which the registrant’s continuing education activities are subject to audit.

(c) “Health, safety, and welfare (HSW)” - any issue related to the practice of landscape architecture exemplified by the examination required for registration or that is otherwise related to safeguarding of public HSW as related to proper evaluation, planning, design, construction and utilization of the natural and built environment. HSW issues include but are not necessarily limited to the following list related to the practice of landscape architecture:

(A) codes, acts, ordinances, laws, and regulations governing the practice of landscape architecture;

(B) construction administration, including the administration of construction contracts;

(C) construction documentation;

- (D) design of environmental systems and use of site materials and methods of site construction;
- (E) environmental process and analysis;
- (F) erosion control methods, including storm water management;
- (G) grading and drainage;
- (H) horticulture, planting design, and vegetation management;
- (I) irrigation methods;
- (J) land planning and land use analysis;
- (K) landscape preservation, landscape restoration and adaptive reuse;
- (L) natural hazards impacts related to site design;
- (M) pedestrian and vehicular circulation;
- (N) preparedness and resiliency design and related construction details;
- (O) resource conservation and management;
- (P) risk management in practice and design;
- (Q) site accessibility, including American with Disabilities Act standards for accessible site design;
- (R) site and soils analysis;
- (S) site design;
- (T) specifications writing; and
- (U) sustainable design.

(d) “Outside the normal performance of occupation” - refers to continuing education activities that are completed separate from professional services provided and that are not customarily associated with or part of the registrant’s normal employment duties. Required workplace orientations or training activities are generally considered part of normal employment duties. Training received on a voluntary basis at the workplace may qualify as PDH.

(e) “Pro-bono service” - refers to professional services provided without fee or anticipation of other compensation to the public or an organization where such services are provided outside the normal performance of occupation. Services must draw upon the knowledge and skills of the registrant while also helping to maintain, improve, or enhance the registrant’s practice. Unbilled hours from a project done for compensation do not qualify as pro-bono service.

(f) “Professional development hour (PDH)” - one hour (with no less than 50 minutes of direct involvement, commonly referred to as a contact hour) of an activity that meets the requirements of these regulations.

(g) “Renewal period” - the one-year period immediately preceding each annual renewal date. For example, the renewal period for a registrant with a renewal date of May 31 runs from June 1 to the next renewal date of May 31.

(h) “Self-directed activity” - Any continuing education activity that:

(A) does not have a third-party sponsor;

(B) is completed outside the normal performance of occupation; and

(C) is accounted for in terms of time spent completing the activity by the registrant.

(i) “Structured educational activity” - any continuing education activity that:

(A) has a third-party sponsor, i.e. sponsor other than the registrant;

(B) is characterized by pre-planning including a written objective and format;

(C) is documented and verifiable; and

(D) For academic coursework, the following credit conversions apply:

(i) One university or college quarter credit hour = 30 PDHs; and

(ii) One university or college semester credit hour = 45 PDHs.

(E) One International Association For Continuing Education And Training (IACET) Continuing Education Unit (CEU) = 10 PDHs.

(2) Basic Requirements for Renewal:

(a) An active Registered Landscape Architect shall complete 12 PDH of acceptable continuing education activities during the renewal period. However, an active Registered Landscape Architect with 25 consecutive years of registration with the Board or other landscape architecture regulatory boards shall only need to complete 4 PDH during the renewal period.

(A) At least 75% of the PDH must be earned by completing activities that directly address the HSW issues of the public as related to the practice of landscape architecture; and

(B) If a registrant exceeds the PDH requirement in a renewal period, the registrant may carry forward into the next renewal period a maximum of the PDH needed to cover that next renewal period.

(3) Conditions For Acceptance:

(a) To be accepted as a PDH, an activity must be related to the practice of landscape architecture, performed outside of the normal performance of one's occupation, and contemporaneously documented.

(b) The Board encourages registrants to seek diversified continuing education activities. In addition to structured educational activities, the following types of self-directed activities related to the practice of landscape architecture may be accepted as PDH by the Board:

(A) Professional or Technical Presentations: Making professional or technical presentations at recognized professional meetings, conventions or conferences may qualify the registrant for up to 1 PDH per renewal period for each presentation given on a distinct topic. PDH cannot be claimed for repeating the same presentation or for substantially similar presentations made during the renewal period. A maximum of 4 PDH of this type may be accepted per renewal period.

(B) Teaching or Instructing: Teaching or instructing a qualified presentation to a group may qualify the registrant for up to 2 PDH for each contact hour spent in the classroom. Teaching PDH may be available only for teaching a course or seminar in its initial presentation. Teaching PDH are not available to faculty of any college or university where teaching or instructing was part of the normal performance of the registrant's occupation. A maximum of 4 PDH of this type may be accepted per renewal period.

(C) Authoring: Authoring (publishing) or presenting an original paper, article or book may qualify the registrant for up to 20 PDH per publication in the renewal period. PDH value will be commensurate with the type, length, and complexity of the publication. The Board may also consider whether the publication was peer reviewed in determining PDH value. PDH may be available for either authorship or presentation of the publication but not for both. PDH cannot be requested until the paper, article, or book is actually published or presented and is limited to authorship or presentation in its initial version.

(D) Professional societies, organizations, boards or commissions: Service during the renewal period as an elected officer, appointed member, or appointed committee member of a professional society, organization, board or commission with a mission related to the practice of landscape architecture may qualify the registrant for PDH. The registrant is responsible for documenting how the service improved or expanded his or her professional knowledge or skills. 4 PDH of this type per society, organization, board or commission may be accepted per renewal period but only after the registrant has completed one year of service. Maximum PDH of this type per renewal period is 8 PDH.

(E) Professional examination writing: Serving on a committee writing exam materials for a professional registration examination may be eligible for up to 1 PDH per 4 hours of exam writing efforts. A maximum of 4 PDH of this type may be accepted per renewal period.

(F) Specialty Certifications: Attaining specialty certifications through examination from a qualified professional society or organization may qualify the registrant for PDH equal to two times the allotted examination time (i.e., 4 PDH may be granted for a certification exam of 2 hours in length). A maximum of 4 PDH of this type may be accepted per renewal period.

(G) Pro-bono Service: Pro-bono service that has a clear purpose and objective and meets the requirements of 804-025-0020(1)(e) may qualify the registrant for up to 1 PDH for every 4 hours of service. A maximum of 4 PDH of this type may be accepted per renewal period.

(H) Travel: Extended travel outside the registrant's state of residency may be eligible for up to 2 PDH per week (7 calendar days) of travel. The registrant is responsible for documenting how the travel experience

improved or expanded professional knowledge or skills. A maximum of 4 PDH of this type may be accepted per renewal period.

(I) Industry-Related Exhibitions: Attendance at industry-related exhibitions such as home and garden shows, may qualify the registrant for up to 1 PDH per exhibition. A maximum of 2 PDH of this type may be accepted per renewal period.

(J) University-Based Mentoring: Mentoring one or more students enrolled at a university that has an accredited landscape architectural degree program as part of a Landscape Architecture Shadow Mentor Day or another similar academic-based mentoring event may qualify the registrant for up to 1 PDH per mentor day. A maximum of 2 PDH of this type may be accepted per renewal period.

(K) Design Critiques and Juries: Serving on a jury of student or professional work may qualify the registrant for up to 1 PDH per 4 hours of advanced preparation, project review, and critique time. A maximum of 4 PDH of this type may be accepted per renewal period.

(L) Landscape Architecture Regulatory Board: Membership on a regulatory board for the practice of landscape architecture may qualify the registrant for up to 8 PDH per year of service as an appointed member.

(4) The Board has final authority with respect to acceptance of PDH as meeting the requirements of OAR 804 Division 25. . Board decisions to accept or reject specific PDH will be based on these rules and the documentation submitted by the registrant.

Stat. Auth.: ORS 671.395, 671.415
Stat. Implemented: ORS 671.395

804-025-0030

Documentation of PDH

(1) Each active registrant must maintain the following continuing education documentation for at least those activities completed during the 3 most recent renewal periods:

(a) A PDH log using a Board-approved form showing the activity subject, type of activity, any sponsoring organization, location, duration and any instructor or speaker name; and

(b) Documentation sufficient to prove completion of activities claimed on the PDH log.

(2) If audited, the registrant must submit the documentation specified in this rule for the audit period.

(3) The registrant is responsible for obtaining verification of participation or otherwise documenting PDH as required under this rule.

(4) The following types of documentation from a third party provider qualify as verification of completion of a PDH activity. The registrant is responsible for requesting this documentation from the third-party provider. The documentation must include the name of the provider, the title of the event, dates attended, and the anticipated PDH value:

(a) Certificate of completion;

(b) Certificate of attendance;

(c) Letter of confirmation of attendance; or

(d) Transcript.

(5) If proof of attendance as described in (4) of this rule was not provided by the third party provider and is not made available upon request made by the registrant to the third party provider, then a copy of the sign-in sheet which includes the date, title, and presenter along with the agenda may be submitted to validate participation for purposes of PDH compliance.

(6) In the absence of the documentation described in (4) and (5) or for a self-directed activity including those described in 804-025-0020(3), a summary may be submitted to the Board for review and must include at a minimum the following:

(a) Name/Title of the activity;

(b) Date(s) and hours of the activity;

(c) Location of the activity;

(d) Presenter or instructor of the activity;

(e) Written summary of the subject matter; and

(f) PDH anticipated and whether PDH subject was HSW or other:

(A) If the activity is to fulfill HSW PDH, the summary must describe key elements which addressed HSW as related to the practice of landscape architecture.

(B) If the activity is not to fulfill HSW PDH or for any self-directed PDH, the summary must identify the benefit of the activity to the registrant's practice.

Stat. Auth.: ORS 671.395, 671.415

Stats. Implemented: ORS 671.395

804-025-0035

Auditing of PDH

(1) Each active registrant is subject to being audited annually.

(2) The Board randomly selects registrants for audit on a quarterly basis during each year.

(3) Registrants receiving an audit notification shall provide documentation of satisfying the continuing education requirements for the audit period within 21 days or by the deadline set by the Board in writing. Documentation shall at a minimum include:

- (a) the Board-approved PDH log identifying all PDH activities for the audit period; and
- (b) supporting documentation validating all PDH for the audit period for which the registrant is seeking credit, except that:
 - (A) The registrant is not required to submit PDH documentation for PDH activities identified on the log beyond the annual PDH requirement unless the registrant is requesting Board confirmation of carryover hours that can be applied to the subsequent renewal period; and
- (c) proof of exemption from the continuing education requirements per OAR 804-025-0010(1), where applicable.
- (4) PDH documentation received from the registrant is reviewed by the Board's Continuing Education Coordinator (CEC). If the documentation is incomplete, the audited registrant will be given notice and be provided with at least 21 days after such notice to provide additional documentation.
- (5) The CEC recommendation will be presented for approval to the Board, except for audits completed for reinstatement of registration purposes as per OAR 804-022-0020(7).
- (6) If the Board disallows one or more continuing education activities claimed, the Board may, at its discretion, allow the registrant up to 90 days after notification to substantiate the original claim or to complete other continuing education activities sufficient to meet the minimum requirements for the audit period.
- (7) If the registrant fails to furnish the information required by the Board or if the information is ultimately not sufficient to satisfy Board requirements, the registration may not be renewed. Alternatively or in addition to non-renewal of registration, the Board may pursue other disciplinary action, civil penalties, or both as sanction for non-compliance per ORS 671.404, 671.408, and 671.995.
- (8) Written notification of the Board's decision on the audit will be issued to the registrant.
- (9) It is the responsibility of the registrant to identify all PDH completed on the PDH log. Any carryover PDH may be used only in the renewal period immediately following the audit period. A letter informing the registrant of approved carryover hours may be submitted without additional documentation for those PDH if the registrant is selected for audit in the next year.

Stat. Auth.: ORS 671.395, 671.404, 671.408, 671.415, 671.995
Stats. Implemented: ORS 671.395