

**TITLE 9
LEGISLATIVE RULE
WEST VIRGINIA STATE BOARD OF LANDSCAPE ARCHITECTS**

**SERIES 2
CONTINUING EDUCATION**

§9-2-1. General.

1.1. Scope. -- This rule specifies continuing education requirements that are prerequisite to license renewal for landscape architects.

1.2. Authority. -- W. Va. Code §§30-22-1 et seq.

1.3. Filing Date. -- April 11, 2007.

1.4. Effective Date. -- April 16, 2007.

§9-2-2. Definitions.

Terms Defined -- As used in this rule, the following terms have the following meanings unless the context or subject matter clearly requires a different interpretation:

2.1. Professional Development Hour (PDH) -- Means fifty (50) minutes of instruction or presentation that meets the requirements established in this rule.

2.2. Continuing Education Unit (CEU) -- Means the nationally recognized and uniform unit of measure of the International Association for Continuing Education and Training (IACET). One (1) IACET CEU is equal to ten (10) contact hours of participation in a qualified continuing education course. For continuing professional competency activities that fully follow the requirements of the IACET, one CEU is equivalent to ten (10) PDH units.

2.3. Course or Activity -- Means any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge specific to the practice of landscape architecture. Qualifying courses or activities may include correspondence,

televised, videotaped, and internet seminars and other short courses and tutorials and professional or technical presentations made at meetings, conventions, or conferences. In-house courses and workshops may be acceptable, provided the activities are advertised and made available to the public. Training activities relating to business operations or management are not acceptable coursework.

§9-2-3. Requirements.

3.1. Every licensee, as a prerequisite to license renewal, shall acquire eight (8) PDH units annually. A minimum of six (6) PDH units obtained must be in structured education activities which directly address public health, safety, interest and welfare issues related to the practice of landscape architecture.

3.2. If a licensee exceeds the annual requirement in any renewal period, a maximum of eight (8) PDH units may be carried forward into the subsequent renewal period.

3.3. A licensee may earn PDH units as follows:

3.3.a. College/Unit Semester/Quarter Hour credit. One semester hour of acceptable university or college credit is equivalent to forty-five (45) PDH units. One quarter hour of acceptable university or college credit is equivalent to thirty (30) PDH units.

3.3.b. Successful completion of qualifying courses or activities. Credit for attendance is based on actual instructional or presentation time.

3.3.c. Teaching, instructing or presenting in qualifying courses, seminars and presentations.

A teacher, instructor, or presenter may claim credit at twice the number of hours permitted for participants. Credit is available only the first time a course or seminar is taught or a presentation is made, unless the subject matter is revised and substantially updated. This credit does not apply to full-time faculty.

3.3.d. Authoring published papers, articles, or books related to landscape architecture. Credit is limited to the lesser of actual preparation time or ten (10) PDH units for each paper, article or book.

3.3.e. Attendance at local chapter meetings of professional or technical societies related to landscape architecture of which the licensee is a member. Credit is limited to one (1) PDH unit for each meeting the licensee attended. A maximum of two (2) PDH units may be claimed in any renewal period.

3.3.f. Community service. Credit will be given for participation in activities which advance the knowledge and understanding the public has regarding the practice of landscape architecture and how the profession contributes to the protection of the public health safety, interest and welfare. One (1) PDH unit equals two (2) hours in actual participation. A maximum of four (4) PDH units may be claimed in any renewal period.

3.4. The Board has final authority with respect to approval of courses, seminars and presentations; credits; PDH value for courses and community service; and determination of whether a college or university course, continuing education course or other course or activity is reasonably related to the practice of landscape architecture. The Board will not pre-approve any coursework or activity for continuing education credit.

3.5. A person whose license to practice landscape architecture is expired for four (4) years or more or has been suspended may seek reinstatement of his or her license by completing all delinquent continuing education PDH's up to a maximum of thirty two (32) PDH's, as determined by the Board. If the Board has

imposed conditions for reinstatement including the earning of a number of PDH units, the Board may require the applicant for reinstatement to earn additional PDH units and to meet all other conditions for reinstatement prior to reinstating the license.

§9-2-4. Reporting and Record Keeping.

A licensee shall complete, sign and submit on forms prescribed by the board, together with the application for renewal of a license and the required renewal fee, information certifying that he or she has acquired the required PDH units. A licensee shall maintain records of compliance with the provisions of this rule for a period of four (4) renewal periods. The Board may request copies of all records for audit verification purposes. Acceptable records may include, but are not limited to:

4.1. A log showing the type of activity claimed, the sponsoring organization, the title of the activity, the activity's location, the activity's duration, the instructor's or speaker's name, and the PDH units earned.

4.2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

§9-2-5. Exemptions.

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

5.1. New licensees by examination or reciprocity are exempt from continuing education requirements until their licenses have been renewed a first time after initial licensure;

5.2. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year is exempt from obtaining the PDH units required during that renewal period;

5.3. A licensee experiencing physical

disability, illness, or other extenuating circumstances may submit supporting documentation to the Board and request exemption for the renewal period in which the disability, illness, or extenuating circumstance occurs;

5.4. A licensee registered with the Board as either retired or inactive is exempt from continuing education requirements. In the event a retired or inactive licensee elects to return to active practice, the registrant shall complete a minimum of eight (8) and no more than thirty two (32) PDH's, as determined by the Board.

§9-2-6. Review and Audit Processes.

6.1. Upon request, each licensee shall provide proof that he or she has satisfied continuing education requirements. The Board may reject forms containing obvious and significant errors and require the licensee to resubmit the information. The Board will not renew the license if the information is not sufficient to satisfy the requirements or if the licensee fails to furnish the requested information.

6.2. For each renewal period, the Board shall select on a random basis ten (10) percent or a minimum of twelve (12) renewal applications for audit. The Board shall request each selected licensee to furnish evidence of attendance at the listed activities, unless evidence satisfactory to the Board is already in the possession of the Board. Upon receipt of the requested records, the Board may request the licensee to furnish additional evidence necessary to satisfy the Board that the licensee has complied with the continuing education requirements of this rule.

6.3. If the Board disallows one or more continuing education activities claimed, the Board may allow the licensee up to 120 days after notification to substantiate the original claim or to complete other continuing education activities sufficient to meet the minimum requirements of this rule.