

# Properly Documenting PDH Credits For Oregon Licensed Landscape Architects

## Documentation Log

Using this form is not mandatory, but something similar should be used in its place.

This form can be found here:

<http://www.oregon.gov/LANDARCH/forms.shtml>

Oregon State Landscape Architect Board

Documentation Log for PDH Credit Per OAR 804-025-0010(2)

Year: 2009

Mary Smith  
Print Registrant Name

XXXXXX  
License #

Activity Date	Activity, Sponsor & Duration	Instructor, if applicable	Location	PDH Credits		Type of Documentation Available if Requested
				HSW	Others	
1/1/09	Mt. Hood Section PDH- Soils Lecture - 1 hr	Bob Johnson	123 SW 10 Ave Portland, OR 12345	1 Credit		Notes Taken During Lecture, Sign In Sheet, Handout
2/15/09	Cascadia- Transformational Lecture Series - 1.5 hrs	Sara Jane	321 NE 5 Ave Bend, OR 54321		1.5 Credit	Notes Taken During Lecture, Sign In Sheet, Handout
TOTAL PDH CREDIT						

**For Board Use Only:**

I affirm this log of PDH credits to be accurate and correct and a representation of my continuing education endeavors during the stated period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Uniform Continuing Education Standards

#### (1) Definitions:

- (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.
- (b) **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.
- (c) **Structured educational activity** -- any activity that: has a sponsor other than the registrant, has evidence of pre-planning including a written objective and format, has an assessment component, and is documented and verifiable.
- (d) **Health, safety and welfare (HSW) issue** -- any issue related to the practice of landscape architecture exemplified by the most current examination required for licensure.
- (e) **Common conversions:**
  - (A) One university quarter credit hour = 30 hours.
  - (B) One university semester credit hour = 45 hours.
  - (C) One IACET Continuing Education Unit (CEwU) = 10 hours.

#### (2) Basic Requirements:

- (a) Each landscape architect shall complete **12 PDH units** of acceptable continuing education requirements during the one-year period immediately preceding each annual renewal date as a condition for renewal.
- (b) At least **9 PDH units** of the continuing education requirement shall be earned by completing structured educational activities that directly address the health, safety, and welfare issues of the public as related to the practice of landscape architecture.
- (c) If a registrant exceeds the total continuing education requirement in a renewal period, the registrant may carry a maximum of 12 PDH units forward into the next renewal period.

#### (3) Conditions For Acceptance:

- (a) To be accepted as a PDH, a structured educational activity must be: related to the practice of landscape architecture, performed outside of the normal performance of one's occupation, and contemporaneously documented.
  - (A) Professional or Technical presentations; making professional or technical presentations at recognized professional meetings, conventions or conferences shall be the equivalent of one PDH.
  - (B) Teaching or instructing a qualified presentation shall constitute two PDH for each contact hour spent in the classroom. Teaching credits shall be valid for teaching a course or seminar in its initial presentation only. Teaching credits shall not apply to full-time faculty of any college or university.
  - (C) Authoring; Authoring (publishing) or presenting an original paper, article or book shall be the equivalent of preparation time spent, not to exceed 20 PDH per publication. Credit shall be given for authorship or presentation of that activity, but not for both. Credit cannot be claimed until actually published or presented. Credit shall be valid for authorship or presentation in its initial version only.
  - (D) Professional societies or organizations; Serving as an elected officer or appointed chair of a committee of an organization in a professional society or organization shall be the equivalent of 4 PDH. Professional development hours shall be limited to 4 PDH per organization and shall not be earned until the completion of each year of service.
  - (E) Professional boards or commissions; Serving as an elected officer or appointed member of a professional board or commission shall be the equivalent of 4 PDH. Professional development hours shall be limited to 4 PDH per organization and shall not be earned until the completion of each year of service.
  - (F) Professional examination grading or writing; Serving as an exam grader or on a committee writing exam materials for a professional registration examination shall be the equivalent of 4 PDH. A maximum of 8 professional development hours per biennium may be applied from this source.
  - (G) Attaining specialty certifications through examination from a qualified professional society or organization shall be the equivalent PDH's equal to two times the allotted examination time (i.e. 4 PDH's shall be granted for a certification exam of 2 hours in length). A maximum of 4 PDH credits shall be allowed where there is no specific limit on the examination time.
  - (H) Pro-bono service that has a clear purpose and objective and maintains, improves, or expands the professional knowledge or skill of the registrant shall constitute 1 PDH for every 4 hours of service; maximum 4PDH per year.
  - (I) Extended travel outside the State of Oregon may constitute 2 PDH per week of travel.
  - (J) Attendance at industry related exhibitions such as home and garden shows shall constitute 1 PDH per show; maximum 2 PDH per year.
  - (K) Mentoring one or more students for one day at the University of Oregon Landscape Architecture Shadow Mentor Day program or other mentoring event shall constitute 1 PDH per mentor day; maximum 4 PDH per year;
  - (L) Membership on the regulatory board for the practice of landscape architecture shall constitute 8 HSW PDH per year of membership.

#### (4) The board has final authority with respect to approval for courses, specific activities, and credit given.

(5) A Landscape Architect registered for 25 consecutive years or more shall meet continuing education requirement upon completing 4 hours per year of self study reading to learn of new products, ideas, design concepts and methods related to health, safety, and welfare that maintain, improve, or expand the professional knowledge or skill of the registrant.

### Continuing Education Requirements

#### (1) Exemptions: A registrant may be exempt, upon board review and approval, 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 individual may be exempt from obtaining one-half of the required continuing education during that renewal period.
- (b) A registrant experiences physical disability, illness, or other extenuating circumstances that prevents the registrant from practicing landscape architecture. The registrant shall provide supporting documentation for the board's review and approval. If the registrant elects to return to practice, the registrant shall complete all professional development hours required for one renewal cycle, in addition to those required for the next licensure renewal.

#### (2) Records: each registrant shall maintain:

- (a) A log showing the subject and type of activity claimed, the sponsoring organization, location, duration and instructor's or speaker's name.
- (b) Documentation sufficient to prove completion of the activity claimed such as attendance verification records, completion certificates or other documents;
- (c) Required log and documentation for at least four (4) years.

(3) **Audit:** Upon request, each registrant shall provide proof of satisfying the continuing education requirements. If the registrant fails to furnish the information as required by the board or if the information is not sufficient to satisfy the requirements, the license shall not be renewed.

(4) **Disallowance:** If the board disallows one or more continuing education activities claimed, the board may, at its discretion, allow the registrant up to 120 days after notification to substantiate the original claim or to complete other continuing education activities sufficient to meet the minimum requirements.

[http://arcweb.sos.state.or.us/rules/OARS\\_800/OAR\\_804/804\\_025.html](http://arcweb.sos.state.or.us/rules/OARS_800/OAR_804/804_025.html)

#### Helpful Websites:

[ASLA: www.asla.org](http://www.asla.org)

[Oregon Chapter of ASLA: www.aslaoregon.org](http://www.aslaoregon.org)

[OSLAB: http://www.oregon.gov/LANDARCH/index.shtml](http://www.oregon.gov/LANDARCH/index.shtml)