

## STATE BOARD OF LANDSCAPE ARCHITECTS

**Mailing Address:**

Landscape Architect Board  
P.O. Box 2649  
Harrisburg, PA 17105-2649

Tel: 717.772.8528 Fax: 717.705.5540  
E-Mail: st-landscape@state.pa.us  
Website: www.dos.state.pa.us/land

**Courier Address:**

Landscape Architect Board  
2601 North Third Street  
Harrisburg, PA 17110

## LICENSEE APPLICATION FOR APPROVAL OF CONTINUING EDUCATION COURSE

Follow Instructions Below and Submit All Required Documents

### A. Information:

1. Application must be typed or printed in blue or black ink.
2. Application and fee must be received at least **60 days prior** to course/program presentation.
3. Subject matter for continuing education courses must be limited to courses pertaining to the enhancement of the professional skills as a Landscape Architect.
4. Courses in Office Management or Marketing practice will **not** be approved.
5. The Board reserves the right to reject a submitted course which is outside the scope of practice of Landscape Architecture or is otherwise unacceptable because of presentation, content or failure to meet the criteria in §15.73, §15.74 and §15.75 of the regulations.
6. Disapproval of a course will include a statement setting forth reasons for disapproval. Providers may submit a new application, which shall document alterations made in order to meet the Board's requirements.
7. Falsification of a clock hour report by a program provider or licensee will result in revocation of approval by the Board for further program offerings of that provider.
8. Maintain for your records a copy of your completed application prior to submission.

### Satellite/Electronic Presentations:

1. The Board shall accept no more than five (5) credit hours per biennium of satellite seminars and electronic presentations from a licensee.
2. Providers of satellite seminars or electronic presentations shall document affiliation with an educational institution or other entities identified in §15.76 (relating to sources of continuing education courses) or provide a mechanism to test or evaluate the licensee's successful completion of the course.
3. Satellite seminars viewed at other sites by electronic transmission shall have a moderator present or available by telecommunication facility.
4. Electronic presentations shall consist of television viewing, use of computers, telecommunications and the like, at any location that provides a mechanism to test or evaluate the licensee's successful completion of the credit hours.
5. Satellite seminars and electronic presentations shall comply with requirements applicable to all continuing education courses/programs.

**B. Instructions:**

**The following attachments must be submitted with the application:**

1. Check or money order in the amount of **\$40.00 per credit hour** payable to the "Commonwealth of Pennsylvania". Fees are non-transferable and non-refundable.

*NOTE: A \$20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment.*

2. Copies of course/program and syllabus which show the following:

- Provider's name and address
- Title of the Course and subjects covered
- Name of Course Coordinator
- Dates and locations of course/program
- Information on Instructors: Name, Title, Affiliations, and Degrees
- Course schedule
- Clock Hours
- Method in which Provider certifies attendance

3. Electronic Presentations:

- As Applicable:
  - a) Internet Address
  - b) Cassettes / CD's (Audio/Visual)
- Mandatory:
  - a) Course Text
  - b) Test or evaluation materials

**NOTE: The Board finds the courses provided by the following entities meet the standards of the registration law and its rules and regulations and need NOT submit an application for review:**

- (1) The American Society of Landscape Architects and its affiliates.
- (2) The American Nurserymen's Association and its affiliates.
- (3) The American Planning Association and its affiliates.
- (4) The American Institute of Architects and its affiliates.
- (5) The National Society of Professional Engineers and its affiliates.
- (6) The National Recreation and Parks Association and its affiliates.
- (7) The Pennsylvania Society of Land Surveyors.
- (8) The Urban Land Institute.
- (9) Accredited colleges and universities which offer courses in landscape architecture or related fields.
- (10) Agencies of the Commonwealth and Federal government offering training programs in landscape architecture and its related fields.

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**Follow Attached Instructions and Submit All Required Documents  
(SUBMIT AT LEAST 60 DAYS PRIOR TO COURSE PRESENTATION)**

Section 1	Provider Information	P R I N T  O R  T Y P E	
Provider Name			
Address	STREET:		
	CITY:		STATE:                      ZIP:
Coordinator's Name			
Telephone			
E-Mail Address			
FID Number: <small>(If applicable)</small>			

Section 2	Fee - \$40.00 per credit hour
<p>Submit check or money order in the amount of <b>\$40.00</b> per credit hour payable to the "Commonwealth of Pennsylvania". Fees are non-transferable and non-refundable.</p>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>NOTE:</b> A \$20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment                 </div>	

Section 3	Licensee Information	
Name		
Address	Street:	
	City:	State:                      Zip Code:
License #	L	A
Telephone		
E-Mail Address		

OFFICIAL USE ONLY			
Reviewed by:		Date:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Provider #:	

<b>Section 4</b>		<b>Course Information</b>	
<b>Course Title</b>			
<b>Total # of Clock Hours Req'd</b>		<input type="checkbox"/>	Please check box if satellite course or electronic presentation.
<b>Core Subjects Offered</b>			
<b>Date/s Offered</b>			
<b>Course Locations</b>			
<b>Method of Certifying Attendance</b>			
<b>Course Objectives</b>			
<b>Section 5</b>		<b>Instructor Information</b> (List Moderator if satellite / electronic presentation.)	
<b>Instructor Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Degree</b>
1)			
2)			
3)			
<b>Section 6</b>		<b>Satellite and Electronic Presentation</b>	
<b>Site of Satellite Presentation</b>			
<b>Location of Satellite Viewing Sites</b>			
<b>Check Applicable Statement</b>		<input type="checkbox"/> SATELLITE SEMINAR - Course viewed at other sites by electronic transmissions that have a moderator present or available by telecommunication facility.  <input type="checkbox"/> ELECTRONIC PRESENTATION - Course consisting of television viewing, use of computers, telecommunication and related correspondence work at any location that provides a mechanism to test or evaluate the licensee's successful completion of the credit hours.	
<b>Section 7</b>		<b>Certification</b>	
<p>By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.</p> <p>Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.</p>			
<b>Licensee's Signature:</b>		<b>Date:</b>	