



*Nevada State Board Landscape Architecture  
Continuing Education Policy*

## **Continuing Education Policy-Draft**

As per NAC623A.315 the following policy is set forth by the Nevada State Board of Landscape Architecture to assist in the regulation of Continuing Education Credits and for the renewal of individuals for licensure in the state.

Credits Earned: 8 minimum

Self-directed educational activity: 4 credits maximum. Educational Activity primarily engaged in subject matter relating to public health, safety and welfare not in a systematically presented manner by another person.

Structured educational activity: 8 credits maximum. An educational activity in which teaching methodology is used to present technical and professional subjects by qualified persons relating to health, safety and welfare.

Credits carried forward: 4 maximum. Earned credits over the 8 maximum in self-directed or structured educational activities may be applied to the following fiscal year.

Credits defined: 1 continuing education credit equals 50 minutes of structured educational activity. 0.5 continuing education credit equals not less than 25 minutes of structured educational activity.

Self-Structured credit: 1 continuing education credit equals 50 minutes of reading, with written summary.

**The following Self-directed and Structured Educational Activities are not all inclusive.** The board will review, adopt and delete activities from time-to-time.

Board Accepted Self-Directed Educational Activity defined:

- 1) Landscape Architecture Continuing Education System (LACES) on-line
- 2) Green Business Certification Inc. (GBCI), SITES on-line
- 3) Leadership in Energy and Environmental Design (LEED) on-line
- 4) AEC Daily on-line
- 5) American Planning Association On-line Learning
- 6) HanleyWood University on-line.
- 7) International Society of Arboriculture

Board Accepted Structured Educational Activity defined:

- 1) Professional Association or Society Conference
  - a) American Society of Landscape Architecture Annual
  - b) American Planning Association, National Planning Conference
  - c) National Trust for Historic Preservation
  - d) National Parks Service in-house educational activities
  - e) International Erosion Control Association



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- 2) Landscape Architecture Continuing Education System (LACES)
- 3) Green Business Certification Inc. (GBCI), SITES
- 4) Leadership in Energy and Environmental Design (LEED)
- 5) Irrigation Association Education Conference
- 6) University Classes in the topics of Design (health, safety and welfare)
- 7) Community College classes in Design (health, safety and welfare)
- 8) University, College or Seminars on Business and Professional Development

Registrant to retain records to support Continuing Education Activities for three (3) years after date of renewal.

**For structured study:** Verification of attendance form will be accepted from the organizations listed above with the participants Name, Date attended, Topic/Subject and CE attained.

**For Self-Structured study:** Verification form provided by board which shows the type of activity claimed, title, sponsoring organization, mode of delivery, duration, name of the author(s), and continuing education units earned. A summary of the topic in 250 words.

**Audit:** Yearly, 5% of registrants. Random selection by license number. Will not audit same number in consecutive years, unless, prior year indicated a discrepancy or failure to provide required amount of CE's. The registrant found deficient in the required number of credits will be given 30 days to make-up the deficiency and report to the board with verification from the accepted organization as to participants Name, Date Attended, Topic/Subject and CE attained. The registrant will be assessed a late fee in the amount of the delinquency fee for renewal of the license.

Documentation. Each licensee shall maintain documentation as proof of compliance on a form prescribed by the Board, which shows:

- (1) the date of the activity;
- (2) the name of the activity provider;
- (3) the name of the instructor;
- (4) the activity title;
- (5) the number of contact hours of continuing education credit; and
- (6) the activity objectives.
- (7) certificate of completion or school transcript,
- (8) activity description,
- (9) activity syllabi, or other activity materials.



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Non-compliance of fulfilling Continuing Education will result in non-renewal of registrant's license.

**Appeal:** Registrant may appeal the decision to the Board for a hearing, within 30 days of notice of non-compliance. The decision of the board is final.

### **Exemptions.**

1. A registrant holding an initial certificate of registration issued by the Board, is exempt from the requirements for continuing education for the year in which the certificate of registration was issued and the next following year.
2. A registrant who serves on active duty in the Armed Forces of the United States for a period of more than 120 consecutive days during a calendar year is exempt from the requirements for continuing education for that calendar year.
3. The Board may exempt a registrant from the requirements for continuing education if the registrant cannot meet the requirements because of illness, physical disability or undue hardship, as determined by the Board based on documentation provided by the registrant before the date of expiration of the certificate of registration.

### **Credit for continuing education shall be recognized in accordance with the following:**

- (a) a maximum of three hours per one year renewal cycle may be recognized for teaching in a college or university or for teaching continuing education activities in the field of landscape architecture, provided it is the first time the material was taught;
- (b) a maximum of one hour per one year renewal cycle may be recognized for authoring or study of published papers, articles, or books directly related to the practice of landscape architecture;
- (c) a maximum of two hours per one year renewal cycle may be recognized for pro-bono service that has a clear purpose and objective and maintains, improves, and expands the professional knowledge or skill of the licensee;
- (d) a maximum of one hour per one year renewal cycle may be recognized for mentoring one or more students for one day at the American Society of Landscape Architecture Annual Meeting, mentoring program, or other mentoring event;
- (e) a maximum of two hours per one year renewal cycle may be recognized for membership on a state regulatory board for the practice of landscape architecture;
- (f) a maximum of one hour per one year renewal cycle may be recognized for serving as an elected officer or appointed chair of a committee or organization in a professional society or organization related to the practice of landscape architecture;
- (g) a maximum of one hour per one year renewal cycle may be recognized for serving as an elected officer or appointed member of a governmental



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board or commission related to the practice of landscape architecture; a maximum of two hours per one year renewal cycle may be recognized for serving as an exam grader or on a committee writing exam materials for a professional registration or licensing examination; and

(h) The Maximum number of required hours may be recognized for continuing education that is online, distance-learning, correspondence course, or home study provided the activity verifies registration and participation in the activity by means of a test or other assessment method including a final summary, individual paper, or individual project which demonstrates that the participant learned the material presented.

**A continuing education activity shall meet the following standards:**

(a) Activity Content and Types. The activity shall have an identifiable, clear statement of purpose and defined objective directly related to the practice of landscape architecture and directly related to topics involving the public health, safety, and welfare of landscape architecture practice and the ethical standards of landscape architectural practice.

(i) Health, safety, welfare, and ethical standards as used in this Subsection are defined to including the following:

(A) The definition of "health" shall include aspects of landscape architectural practice that have salutary effects among users of sites, site structures, pedestrian ways, and vehicular facilities that are environmental and affect human health. Examples include all aspects of air quality, provisions of personal hygiene, and use of non-toxic materials and finishes.

(B) The definition of "safety" shall include aspects of landscape architectural practice intended to limit or prevent accidental injury or death among users such as sites, site structures, or construction sites. Examples include safe access and egress within sites and site structures, minimization of slipping hazards on exterior surfaces, correct proportions and visibility of stairs, safety railings, and accommodations for users with disabilities.

(C) The definition of "welfare" shall include aspects of landscape architectural practice that consist of values that may be social, psychological, cultural, spiritual, physical, aesthetic, and monetary in nature. Examples include spaces that afford natural light, natural materials, or views of nature or whose proportions, color, or materials engender positive emotional responses from its users.

(D) The definition of "ethical standards for landscape architectural practice" shall include the ASLA Code of Professional Ethics and as specified in NAC623A.480

(E) Professional and Business Development



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(ii) The activity shall be completed in the form of any of the following activity types:

- (A) in-house programs sponsored by an organization;
- (B) seminar;
- (C) lecture;
- (D) conference;
- (E) training session;
- (F) webinar;
- (G) internet course;
- (H) distance learning course;
- (I) televised course;
- (J) authoring of an article, textbook, or professional book publication;
- (K) lecturing in or instructing a continuing education course;
- (L) study of a scholarly peer-reviewed journal article, book, or book chapter;
- (M) pro-bono service that has a clear purpose and objective and maintains, improves, or expands the professional knowledge or skill of the licensee;
- (N) mentoring one or more students for one day at the American Society of Landscape Architecture Annual Meeting, mentoring program, or other mentoring event;
- (O) membership on a state regulatory board for the practice of landscape architecture;
- (P) serving as an elected officer or appointed chair of a committee or organization in a professional society or organization;
- (Q) serving as an elected officer or appointed member of a professional board or commission; or
- (R) serving as an exam grader or on a committee writing exam materials for a professional registration or licensing examination.

(b) Objectives. The activity learning objectives shall be clearly stated in activity material.

(c) Faculty. The activity shall be prepared and presented by individuals who are qualified by education, training, and experience.

(d) Activity provider or sponsor. The activity shall be approved by, conducted by, or under the sponsorship of one of the following:

- (i) an accredited college or university;
- (ii) a state or federal agency;
- (iii) a professional association, organization, or company related to the practice of landscape architecture; or
- (iv) a commercial continuing education provider providing an activity related to the practice of landscape architecture.



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**If the activity is self-directed**, such as study or authoring of a scholarly peer-reviewed journal article, book, book chapter, or similar document, the documentation shall contain the following:

- (A) the dates of study or research;
  - (B) the title of the paper, article, or book;
  - (C) an abstract of the paper, article, or book;
  - (D) the number of contact hours of continuing education credit; and
  - (E) the objectives of the self-study activity.
- (f) Contact hour. Each contact hour of continuing education credit shall consist of not fewer than 50 minutes of education. One professional development hour (PDH) is equal to one contact hour. One university quarter credit hour is equivalent to 40 contact hours. One university semester credit hour is equivalent to 45 contact hours. One International Association of Continuing Education and Training (IACET) Continuing Education Unit CEU is equivalent to ten contact hours.