

MARYLAND BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS
Continuing Professional Competency
APPLICATION FOR COURSE APPROVAL

Complete all parts and attach pertinent details of offerings, as outlined below. PLEASE SUBMIT TWO COPIES OF ALL PRINTED MATERIALS. DIGITAL OR ELECTRONIC VERSIONS ARE ACCEPTABLE. The Board will review the submissions and will notify you in writing of its determination. Use of this form is for providers of content, not individual licensees.

PART 1. PROVIDER INFORMATION.

Name: _____

Address: _____

Contact person: _____

Telephone: _____

Website: _____ **Email:** _____

Type of organization: (check one)

- Professional firm conducting in-house presentations
- Not-for-profit Organization
- For profit Organization
- Individual
- Unaccredited educational Institution
- Government or Quasi- Government Organization
- If Other, Describe

Are you approved to provide continuing education courses in any other states?

Yes No If Yes, please list the states, (or attach additional sheets if necessary).

Are you approved by International Association for Continuing Education and Training (IACET) as an authorized provider? Yes No

PART 2. CRITERIA FOR QUALIFYING PROGRAMS.

a. Programs shall meet at least the following criteria in order to be considered qualifying programs:

- (1) Maintain and enhance professional competency of licensed landscape architects;
- (2) Foster improvement, advancement, and extension of professional skills and knowledge related to the practice of landscape architecture;
- (3) Offer learning experiences relevant to current landscape architectural practices as they relate to the public health, safety, and welfare; and

(4) Be presented, led or taught at a professional level by well-qualified professionals in the learning environment conducive to learning and appropriate for accomplishing learning objectives described in these regulations.

b. Qualifying activities may fall into one or more of the following categories:

(1) Research, analysis, assessment, conservation, preservation, and enhancement of land use;

(2) Selection and allocation of cultural, historic, and natural resources;

(3) Laws and regulations applicable to the practice of landscape architecture in Maryland;

(4) Standards of practice or care;

(5) Professional ethics as applicable to the practice of landscape architecture; or

(6) Similar topics aimed to maintain, improve, or expand the skills and knowledge relevant to the practice of landscape architecture.

c. Non-qualifying Activities - Activities that do not meet the criteria set forth in Regulation .04 shall be considered to be non-qualifying activities, including, but not limited to, the following:

A. Regular employment as a licensed landscape architect or teacher or serving as an expert witness;

B. Repetitive attendance of the same programs without substantial modifications or updates;

C. Time management techniques and strategies;

D. Attending committee meetings or general business meetings of any organizations; and

E. Other activities that, in the Board's opinion, are not directly related to the practice of landscape architecture.

Note: Providers must furnish the attendees with appropriate evidence of attendance, such as a certificate of participation; transcript, if appropriate; proof of presentations that includes the title/description of the activity, dates attended, provider's and presenters' names, or other appropriate evidence acceptable to the Board.

PART 3. Qualifying Programs

Use this checklist to assist the Board in its review of the programs being offered: (check all that apply)

1. Programs have content areas that focus on the following issues:

- Research, analysis, assessment, conservation, preservation, and enhancement of land use;
- Selection and allocation of cultural, historic, and natural resources;
- Laws and regulations applicable to the practice of landscape architecture;
- Standards of practice or care;
- Professional ethics applicable to the practice of landscape architecture in Maryland;
- Similar topics aimed to maintain, improve, or expand the skills and knowledge relevant to the licensee's field or practice

Note: The determination of whether the activity constitutes a qualifying activity is within the discretion of the Board.

2. Programs are organized and classified as:

- University, college, and community college courses;
- Professional workshops;
- Seminars;
- Self-directed; or
- Technical presentations.

3. Programs are presented:

- Live;
- Televised;
- Videotaped;
- Audiotaped;
- Online;
- Other format.

Describe:

PART 4. Required Documents.

THE FOLLOWING MATERIALS AND/OR INFORMATION MUST BE INCLUDED WITH THIS APPLICATION. PLEASE SUBMIT TWO COPIES OF ALL PRINTED DOCUMENTS, DIGITAL OR ELECTRONIC VERSIONS ARE ACCEPTABLE. APPLICATIONS MUST BE RECEIVED 30-DAYS PRIOR TO THE BOARD MEETING FOR APPROVAL. SCHEDULE OF BOARD MEETINGS CAN BE FOUND AT <https://www.dllr.state.md.us/license/la/labd.shtml>

1. A list of proposed or existing courses intended to be offered along with descriptions.
2. Number of PDH units/CPC credits to be awarded for each course;
3. The identity and qualifications of the course instructors;
4. Explanation of outcome measures for each course that will be offered
5. Course outlines detailing the content of activity to be offered for each course.
6. Certificate of Completion form that will be awarded to attendees.

PART 5. SIGNATURE OF AUTHORIZED OFFICIAL.

Authorized Signature: _____

Title: _____

Date: _____

DISCLOSURE TO PROVIDERS

- (1) The Board may suspend or revoke authorization as a provider if, in the judgment of the Board, the intent of Business Occupations and Professions Article, §9-309 is no longer served.
- (2) An individual or organization whose provider's privilege has been suspended or revoked may appeal to the Board for a hearing, within 30 days after notification of the action by the Board.
- (3) The Board may require providers to document the CPC activities for audit by the Board at any time within the succeeding 6-year period after the first presentation of the programs. Documentation shall include registration and attendance records, stated purpose, content, presentation, time and length of the activity, and participant evaluations.

RETURN TO: **Maryland Board of Examiners of Landscape Architects**
ATTN: CPC Provider Review Committee
500 N. Calvert Street, Room 308
Baltimore, MD 21202
EMAIL: DLOPLBoardofExaminersofLandscapeArchitects-DLLR@maryland.gov