CHAPTER IV
MANDATORY CONTINUING EDUCATION PROGRAM

4.01 Purpose

Each registrant shall be required to meet the continuing education requirements of these guidelines. These guidelines provide for a mandatory continuing education program to insure that registered landscape architects remain informed of those technical and professional subjects the Committee deems appropriate to safeguard life, health, and promote the public welfare. Acquisition of the required units in conformance with this chapter is a condition precedent to renewal.

4.02 Definitions

4.02.1 "CEU" - Continuing Education Unit. One CEU is equal to 50 minutes contact (clock) time. Twenty-four (24) CEUs are required. CEUs ~~Continuing education hours~~ are not equivalent to learning units.

~~**4.02.2** "Health/Safety/Welfare" - Educational activities in which the teaching methodology consists primarily of the systematic presentation of relevant topics by qualified individuals or organizations (including professional development programs), courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner. Videotaped instructional materials and self-study courses (such as those found in landscape architectural magazines) are allowable if the registrant can (a) account for the amount of time spent completing the activity; (b) summarize the content of the activity; and (c) relate the activity to the health, safety, and welfare of the public. Documentation may be required at the committee's discretion.~~

4.02.2~~**4.02.3**~~ "Health/Safety/Welfare (HSW) Topics" - Technical and professional subjects which directly safeguard the health, safety, and welfare of the public as it relates to the practice of landscape architecture. Examples include, but are not limited to, site design, environmental or land use ~~analyses~~ analysis, life safety, landscape architectural programming, site and soils ~~analyses~~ analysis, accessibility, structural systems considerations, lateral forces, building codes, storm water management, playground safety, evaluation and selection of building systems, products or materials, construction methods, contract documentation, construction administration, and building design, etc.

4.02.3~~**4.02.4**~~ "CE Committee" - The Continuing Education Committee shall consist of members of the Landscape Architecture Advisory Committee.

4.03 Policy and Administration

The Committee shall have the following duties:

a. To exercise general supervisory authority over the administration of these rules; and
b. to establish regulations consistent with these rules; and
c. to organize sub-committees and delegate executive authority.

4.04 Scope and Exemptions

~~**a.**~~ **4.04.1** Scope: These rules shall apply to landscape architects licensed in the State of Mississippi as a condition ~~for~~ precedent to renewal of registration on a biennial basis.

~~**b.**~~ **4.04.2** Exemptions - A registrant may be exempt from participating in the continuing education program for one of the following reasons:

a. A first-time ~~new~~ registrant by examination or first-time reciprocal registrant shall be exempt through ~~until~~ his/her first application for renewal ~~period~~
b. Participant is an emeritus status landscape architect
c. Participant is a civilian who serves on active duty in the Armed Forces of the United States for a period of time exceeding one hundred and eighty (180) consecutive days during the biennial report period
d. Hardship cases will be considered by the Committee on an individual basis. Any hardship request must be approved by the Committee in writing prior to the exemption being allowed. Acceptance or rejection of the hardship request shall be at the sole discretion of the Committee, whose decision shall be final and binding.

4.05 Requirements

~~a.~~ **4.05.1** Each Mississippi registered landscape architect shall complete a minimum of twenty-four (24) continuing education hours each biennial reporting period ~~year beginning January 1, 2004~~. One ~~continuing education unit (~~CEU~~)~~ shall represent a minimum of 50 minutes of actual course time. No credit will be allowed for introductory remarks, meals, breaks or business/administration matters related to courses of study.

~~b.~~ **4.05.2** Participants shall complete a minimum of 24 CEUs in health/safety/welfare course study. ~~Health/safety/welfare course study shall consist of participation in education activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study.~~ No less than 16 CEUs must be in structured course work, and no more than 8 CEUs may be obtained through self-directed activities. No single course or activity may be claimed more than once within the biennial reporting period.

4.05.3 Structured Activities - Registrants shall complete a minimum of 16 CEUs in structured course study. Structured course study shall consist of participation in educational activities presented by individuals or groups qualified by professional, practical, or academic experience to conduct courses of study. The Board may require a detailed synopsis or report of CEUs claimed. Structured activities shall include the following:

a. Attending professional or technical presentations at meetings, conventions, or conferences
b. Attending in-house programs sponsored by corporations or other organizations
c. Successfully completing seminars, tutorials, short courses, on-line courses, correspondence courses, televised courses, or videotaped courses
d. Successfully completing college or university sponsored courses
e. Successfully completing courses that are awarded continuing education credits by the provider

4.05.4 Self-Directed Activities - Registrants may complete a maximum of 8 CEUs in self-directed course study. Self-directed course study encourages flexibility of study by registrants and includes, but is not limited to, educational activities such as self-study courses sponsored by professional associations, organized individual or group study of professional specialization topics, or reading specific professional oriented books and articles. Self-directed activities must be health/safety/welfare related and shall include, but are not limited to, the following:

a. Reading books or magazine articles
b. Visiting architecturally significant sites
c. Viewing video presentations
d. Making professional or technical presentations at meetings, conventions, or conferences, or teaching/instructing a qualified presentation (initial presentation only)
(Teaching credit shall not apply to full-time faculty at a college, university, or other education provider except that a teacher or professor offering a new course, with documentation to prove the establishment of the new course, may claim credit after having taught the new course for the first time. Also, a teacher or professor may claim credit for a course the initial time he or she serves as the instructor or teacher for that course.)
e. Authoring published papers, articles, or books
f. Actively participating in a technical professional society or organization as an officer or committee member
g. Participating in activities that contribute to the welfare of the community and are directly related to the practice of landscape architecture

Self-directed activities are allowed provided that the registrant maintain, and present upon audit or the Committee's request, a log and narrative which:

a. Accounts for the amount of time spent completing the activity; and
b. summarizes the content of the activity; and
c. provides satisfactory proof to the Committee that the activity is related to the health, safety, and welfare of the public.

4.06 Biennial Report

~~a.~~ **4.06.1** Each participant shall submit an affidavit attesting to the registrant's fulfillment of continuing education requirements during the preceding biennial period of two fiscal years ending December 31 of each odd year (example: January 1, ~~2004~~ 2006 through December 31, ~~2005~~ 2007). The affidavit shall be included with the application for license renewal. Only (6) CEUs from the previous reporting period will be permitted to carry-over.

~~b.~~ **4.06.2** Each affidavit shall be reviewed by the Committee and may be subject to audit for verification of compliance with requirements. Participants shall retain proof of fulfillment of requirements for a period of two years after submission in the event that the affidavit and biennial report is selected for audit. Such proof of fulfillment may include certificates, or a combination of receipts showing payment or registration, letters, travel receipts, agendas, copies of articles or book covers, a log of self-directed activities, or other documents which prove the registrant's participation.

4.06.3 Audit reports must include proof that the registrant has completed any claimed activity in conformance with these guidelines and shall be provided in a format prescribed by the Committee.

~~c.~~ **4.06.4** The Committee may, upon audit for verification of compliance, disallow claimed credit for continuing education units. The participant shall have ~~180~~ 90 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEU credit, which fulfill minimum requirements. Failure to substantiate the original claim or to earn other credit before the expiration of the ~~180~~ 90 calendar days shall invalidate the renewal and the respondent's license shall be ~~considered~~ immediately rendered inactive.

4.07 Penalty for Late Units

The base penalty for continuing education units claimed on a renewal but earned after the last day of the CEU reporting period, which is December 31 of odd years, shall be $200, to which will be added a penalty fee of $25 per late CEU per month for each month after the close of the CEU reporting period. Any CEUs earned after the December 31 close of the CEU reporting period are considered late.

The penalty fee formula is as follows:
Base penalty of $200.00 + ($25 penalty x no. of CEUs late x no. of months late) = late CEU penalty.