



PA-DE ASLA Chapter LA CES™ Application & Continuing Education Course Co-Sponsorship Policy

The Commonwealth of Pennsylvania and the State of Delaware require registered Landscape Architects to complete a set number of clock hours of continuing education professional development hours (PDH) within each licensure renewal period.

Per Pennsylvania law, one professional development clock hour = 50 minutes of "instruction or participation in an approved course, not including keynote speeches, luncheon speeches or breaks and marketing or product presentations".¹

Per Delaware law, "for purposes of seminar or classroom continuing education, one CEU shall be no less than 50 minutes of instruction".²

Acceptable subject matter for continuing education courses is limited to courses pertaining the enhancement of the Landscape Architect's professional skills. Courses related to office management will not be eligible for continuing education credit.

LA CES™ Continuing Education Credits

PA-DE ASLA is an approved LA CES™ provider and can apply for LA CES™ credits for continuing education events. However, per both Pennsylvania and Delaware registration law, PA-DE ASLA is already pre-approved to provide professional development credits. Therefore, LA CES™ credits are not necessarily required for educational events in Pennsylvania or Delaware. Please contact the PA-DE ASLA Deputy Executive Director at PADEChapterASLA@gmail.com to verify whether or not LA CES™ credits are truly appropriate for your event.

PA-DE ASLA will only apply for LA CES™ credits if the following criteria and process are followed:

- In order for PA-DE ASLA to apply for and grant LA CES™ continuing education credits (CEUs), a representative from PA-DE ASLA must serve on the event planning Committee from the start of the process and serve as an event co-sponsor.
 - *Per National ASLA/LA CES: "ASLA Chapters should not be submitting courses on behalf of other organizations unless they have an active role in the development and deployment of the courses. The LA CES™ provider [PA-DE ASLA] is responsible for all of the post-event items as well – distributing certificates of completion, collecting feedback through attendee surveys, reporting attendance, etc."*

¹ "CHAPTER 15. STATE BOARD OF LANDSCAPE ARCHITECTS." Pennsylvania Code. Accessed May 29, 2019. <https://www.pacode.com/secure/data/049/chapter15/chap15toc.html>.

² "State of Delaware - Search and Services/Information." TITLE 24 - CHAPTER 2. LANDSCAPE ARCHITECTS. Accessed May 29, 2019. <http://delcode.delaware.gov/title24/c002/>.

- PA-DE ASLA follows specific criteria and pays a provider fee for the privilege of granting LA CES™ credits. Any non-PA-DE ASLA organization requesting LA CES™ credit through PA-DE ASLA must pay PA-DE ASLA \$50 per credit hour.
- No later than eight (8) weeks prior to the event, the non-provider organization shall submit to the PA-DE ASLA Section Chair(s) the following details:
 - Course Title
 - Course Description/Tentative Agenda
 - Proposed Length
 - A Minimum of Three (3) Learning Objectives
 - Biographies of All Course Speakers
- The Section Chair shall seek the Chapter's endorsement from the Executive Committee. (The course details listed above should be forwarded to the Deputy Executive Director [PADEChapterASLA@gmail.com] as soon as possible for review and vote on the next monthly Executive Committee conference call).
- If approved, the Deputy Executive Director will apply for LA CES credits and will notify the planning committee or Section Chair as soon as the application is approved.
- If approved, PA-DE ASLA shall be listed, with its logo, as an event co-sponsor on all course marketing materials, email communications, or web-based information. PA-DE ASLA will post course details and registration information on its website and will include notices in its weekly member e-newsletter.
- The Section Chair or PA-DE ASLA representative on the course planning committee will maintain official communication with the Chapter.
- Upon completion of the course, the Section Chair or PA-DE ASLA representative will email the PA-DE ASLA Deputy Executive Director the course sign-in sheet and the completed course evaluations.
 - In the event that a Section Chair or PA-DE ASLA representative is not available to attend the course, the co-sponsor organization shall forward a sign-in sheet indicating the name, email address, phone number, and LA license number of each attendee, and include copies of the completed evaluations.
- The Deputy Executive Director will prepare and distribute continuing education certificates to only the individuals listed on the course sign-in sheet.
- All course sign-in sheets and copies of certificates generated will be kept on file for the duration required in Pennsylvania and/or Delaware law.

PA-DE ASLA as a Co-Sponsor with Board-Approved Provider Organizations

When PA-DE ASLA cosponsors a continuing education course or event with a board-approved provider in good standing, either organization may award certificates of course completion to attendees. A list of attendees must still be maintained by the Chapter. All other criteria and procedures will be followed as outlined in this policy.

This policy is for reference by PA-DE ASLA Section Chairs, PA-DE ASLA membership, and/or representatives from non-PA-DE ASLA organizations seeking LA CES™ credit. If you have additional questions, please contact the PA-DE ASLA administrative office at PADEChapterASLA@gmail.com or 717-441-6041.

Adopted July 16, 2019 by the PA-DE ASLA Executive Committee.



PA-DE ASLA Chapter LA CES™ Application

Please provide the following information for review by the PA-DE ASLA Executive Committee, as well as for PA-DE ASLA's application for LA CES™ CEUs for your event. All information requested below must be provided; the same details are requested by national ASLA when PA-DE ASLA applies for LA CES™ credits.

Return completed application to PADEChapterASLA@gmail.com.

Please consult with PA-DE ASLA Deputy Executive Director/Wanner Associates to coordinate official event sign-in sheets and continuing education certificates.

Course Title	
Course Date	
Start Time	
End Time	
Location (City/State/Zip)	
Registration URL (or email)	

PA-DE ASLA Representative	
Course Speakers & Bios	<p>Please include the names, credentials, and affiliations of all course speakers. Please also include a brief bio for each instructor.</p> <p>(Example: Cicely Elliott, Affiliate ASLA, PA-DE Chapter of the American Society of Landscape Architects).</p>

Course Description & Agenda	<p>Please include a course description and timed agenda.</p>
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Subject Areas	Please circle/highlight the subject area that best applies to your course.
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| <ul style="list-style-type: none"> Accessibility/ADA Agriculture/Local Food Production Business Practices/Contracts/HR Campus Planning & Design Design-Build Development Trends Energy Conservation/Renewable Energy Green Roofs Healthcare & Therapeutic Design Historic Preservation Horticulture/Plants Housing & Community Design | <ul style="list-style-type: none"> Parks & Recreation Project Management Remediation/Brownfields Residential Design Rural Landscape Security Design Site Planning Sustainable Development & Design Technology/CAD/GIS Transportation Urban Planning & Design Water/Stormwater Management |
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Special Designations	<p>Please verify whether or not your course/event meets HSW designation.</p> <p><u>Health, Safety, and Welfare*</u> (Registered courses must specify whether the primary subject matter [more than 75 percent of the course material] qualifies as meeting the LA CES health, safety, and welfare definition).</p> <p>*LA CES™ requires providers to classify courses as Health, Safety, and Welfare (HSW) if at least 75 percent of the subject matter applies the principles of mathematical, physical, and social sciences in: consultation, evaluation, planning, design (including but not limited to the preparation and filing of plans, drawings, specifications, and other contract documents); and administration of contracts relative to projects principally directed at the functional and aesthetic use and preservation of land.</p> <p>All educational and promotional materials must identify courses with an HSW designation.</p>
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Learning Objectives	<p>Please provide three course learning objectives below.</p> <p>(Registered courses must be planned in response to the learning needs of target audiences and include clear and concise written statements of learning objectives/outcomes. <u>A minimum of three learning objectives/outcomes are required for each course.</u> Learning objectives/outcomes are written statements of what the learner is expected to accomplish as a result of the course. They should be action oriented).</p> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> <p><u>Examples of learning objectives/outcomes:</u></p> <ol style="list-style-type: none"> 1. Determine the major functions and components of a green roof. 2. Identify the factors that influence costs. 3. Utilize an integrated design process in your project for maximum benefit. </div> <p>Objective 1:</p> <p>Objective 2:</p>
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	Objective 3:
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IMPORTANT: FOR COURSES SEEKING LA CES™ CREDIT

Learning Outcomes

- Registered courses must include a mechanism for assessing participant attainment of the learning objectives/outcomes.
- Attainment of learning objectives/outcomes may be demonstrated in many ways, such as:
 - **Participant evaluation of the registered course**
 - Questions and answers
 - Discussion, summaries, and case studies
 - Demonstrations, simulations, games, in-basket exercises
 - Written (required for distance education) or oral examinations, written exercises, reports
 - Projects, plans, decision-making exercises
- Learner demonstration may be done during, on conclusion, or after the learning activity.

Course Criteria and Proprietary Information

Registered courses must use qualified instructional personnel in course development and delivery; include content and instructional methods that are appropriate for the intended learning objectives/outcomes; and use materials that do not contain proprietary information, are educational and generic in nature, and serve to reinforce the learning objectives.

Course instructors should have experience, knowledge, and credentials relevant to the course they are teaching. The instructor should not act as a salesperson to promote any products or services.

All course content and materials must be educational, and may not be commercial. The promotion or discussion of proprietary information is strictly forbidden during the course.

Proprietary Information Guidelines

Product or service promotion should be limited to before or after a course. Providers may offer product demonstrations before or after the educational portion of a course; however, promotion or discussion of proprietary company information is strictly forbidden during the educational portion of the course.

Product specific or service related questions raised by course attendees during the course should held and addressed at the conclusion of the course.

Company, product (trademarks, patents and so on), and service information shall not be displayed or discussed during the credit portion of any LA CES approved course. Proprietary logos may be displayed only on the:

- First and last slides of a PowerPoint or visual presentation.

- Front or back page of handouts or other course materials.

Product samples should not have company logos or proprietary stickers on them. You may bring materials to your course to leave as takeaways, but you may not pass around the information during the course. Once a course of at least 50 minutes in length has ended (or before it begins), you may discuss any company or product information you would like with the attendees.

NOTE: If AICP credits are also desired, contact PADEChapterASLA@gmail.com to request the Checklist for CM Event Entry.