

## **Iowa Landscape Architectural Examining Board Continuing Education Requirements:**

The Landscape Architectural Examining Board (LARCH) is committed to protecting the health, safety and welfare of the public as supported through continuing education.

To maintain an active Landscape Architect license in Iowa licensees must complete 24 hours of health, safety and welfare education each biennium.

### **To document continuing education, the Board accepts:**

- Course completion certificates from the provider, which should have the licensee's name, date of course, name of course, CE hours and if the course is designated as HSW.
- Transcript from ASLA where the courses reported are from the provider (no self reporting)
- Letter from employer verifying attendance at an in-firm training session.
- Report of claimed hours shall include:
  - a. School, firm or organization conducting the course.
  - b. Location of the course
  - c. Title of the course and description of the content
  - d. Principal instructor(s)
  - e. Dates attended
  - f. Hours claimed
  - g. In instances of service on a professional or community board, or other undocumented hours of continuing education, the licensee shall provide a narrative on the material the licensee reviewed, the nature of the licensee's service and a description as to how the licensee's claimed hours of continuing education have contributed to the health, safety and welfare of the public.

### **Suggestions if a continuing education session does not provide a certificate:**

- Ask the provider to make a certificate for you.
- Ask for a letter (as described above).
- Ask for a copy of the course description, attendance sheet, and presentation slides.
- Get the instructor's name and contact information

Evidence of compliance shall be maintained by the professional landscape architect for two years after the period for which the form was submitted and shall include written verification of attendance by someone other than the licensee.

If a continuing education session is not designated as HSW such as PDH, LU, CE but fits the Board's rules as HSW, you will need meet the requirements in 193D-3.3(1) g.

Advocate for yourself with providers. You paid for the course, so be persistent in asking for confirmation of your attendance and CEU.

- Prior to registering for an event, contact the provider to ask if the course is designated as HSW and if a certificate will be given and if not, ask for a copy of the course sign in sheet.

Please review the Board's continuing education rules in [193D – Chapter 3](#).

Please contact the Board office with any questions or concerns.