

SC Board of Landscape Architectural Examiners

ENews Summer 2014

Sidebar Information:

BOARD MEMBERS

J. Parks McLeod, PLA, Chair
John A. Tarkany, PLA, Vice -Chair
Laura G. Dukes, PLA, Member
Barret D. Anderson, PLA, Member
Christopher S. Thompson, PLA, Member

BOARD MEETING DATES

All meetings are held at the S.C. Department of Labor, Licensing and Regulation, 110 Centerview Drive, Room 204, Columbia, SC and begin at 10 a.m.

July 16, 2014

October 15, 2014

OFFICE STAFF

Lenora Addison-Miles, Administrator
Sherri Moorner, Program Assistant

OFFICE CONTACT INFORMATION

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Web: www.llronline.com/POL/landscapearchitect

BOARD OFFICE HOURS

8:30 a.m. – 5 p.m. Monday – Friday

Continuing Education Requirements for 2015 License Renewals

Twenty hours of continuing education will be required for license renewals in 2015 and thereafter. Of these hours:

- Fifteen hours must be in health/safety/welfare topics. Five hours may be used for practice related topics.
- Twelve hours must be obtained in structured educational activities. The remaining eight hours can be applied to self-directed study.

Continuing education hours for 2015 renewals must be obtained between February 1, 2013 and January 31, 2015. Licensees are allowed to carry over 10 hours of continuing education courses from February 1, 2011 to January 31, 2013 as long as those hours were not used to meet the continuing education requirement for 2013-2015 license renewals.

The Board is on a biennial license renewal cycle. Licenses are renewed biennially on January 31 of odd numbered years. Continuing education hours for the license renewal due by January 31, 2015, must be earned between February 1, 2013 and January 31, 2015. **It is the responsibility of the individual licensee to obtain and retain proof of attendance of courses.**

Classes offered

Credit will be allowed only for participation in continuing education activities where independent verification is provided. "Independent verification" means documentation of attendance by a sponsor or the sponsor's designee. **Please note that the Board does not pre-approve continuing education activities or courses.**

Approved Methods

1. Structured activities include, but are not limited to, technical presentations, workshops, or seminars on landscape architectural subjects which are provided by independent sponsors or held in conjunction with colleges, universities, conventions or seminars. Landscape architectural activities such as those organized, sponsored, or approved by [ASLA](#), [CLARB](#), and [LA CES](#) are acceptable to the Board.

2. Self directed study may include:

a. Public service activities that draw upon the Landscape Architect's expertise such as serving on design review boards, planning commissions, building code advisory boards, urban renewal boards, or code study committees.

b. Authoring papers, articles, or books.

c. Individualized seminars, tutorials, or video courses.

3. Teaching landscape architectural courses or seminars:

a. A maximum of five (5) continuing education hours may be claimed per course;

b. Licensees may not claim credit for teaching the same course or seminar more than once. Teaching credit does not apply to full-time faculty.

4. The Board has final authority with respect to approval

Reporting Methods

Licensees will certify that they have met the continuing education requirement on the license renewal form. Documentation is only submitted if requested through a continuing education audit (instructions for submitting documentation will be sent with the audit letter).

Reporting Records Accepted for Audits

The following records are accepted by the Board as proof of continuing education: Certificates of completion, agendas, or sign in sheets that show the number of hours credited for the course. Licensees are required to maintain these records for a period of four years.

Disallowed activities

The Board has final authority with respect to approval of courses, credit, continuing education hour value of courses, and other value of content. The licensee will have 180 calendar days after the date of notification to substantiate the original claim or to earn other continuing education credit to fulfill the minimum requirement if the Board disallows a continuing education claim.

Failure to Comply With Continuing Education Audits will be considered a violation of the Landscape Architectural Law and may result in disciplinary action.

Exemptions

- A new licensee is exempt for the first reporting period (not to exceed 2 years).
- A licensee serving on temporary active duty in the Armed Forces of the United States for a period of time exceeding 120 days in a year. (Requests and documentation for this exemption must be submitted by January 1 of odd - numbered years).
- A licensee experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board. (Requests and documentation for this exemption must be submitted by January 1 of odd - numbered years).
- Licensees approved for Emeritus Status.

Additional information on the continuing education requirement is available on the [Board's website](#). Please contact the Board at (803) 896-4408 or at sherri.moorer@llr.sc.gov with questions regarding the continuing education requirement.

2015 License Renewals

License renewals for 2015-2017 will open in mid-November 2014. License renewal notices will be sent to actively licensed individuals and firms when the online renewal system is opened for this renewal cycle. These notices will contain important information on accessing the online renewal system or submitting the renewal with a complete paper renewal form and a check. Please ensure the Board has current mailing and email addresses on file so you will receive these notices in a timely manner. **The Board cannot waive late penalty fees for any reason**, so be sure you submit complete renewal information on time to avoid the late penalty fees associated with renewing after the January 31, 2013, deadline. Please contact the Board if you do not receive your renewal notice by early December.

Landscape Architect Registration Examination (LARE)

The LARE will be offered on the following dates in 2014:

- August 18-30, 2014
- December 1-13, 2014

Section 1, Section 2, Section 3, and Section 4 will be offered on these dates. All examinations will be administered through Pearson VUE testing centers. L. A. R. E. resources for the new examination are available online at www.clarb.org/Candidates/Pages/PreparefortheExam.aspx.

South Carolina exam candidates must still pre-register with the Board before they take any sections of the LARE. The following chart shows pre-registration application deadlines for the SC Board of Landscape Architectural Examiners to guarantee application approval before the early registration deadline with CLARB:

Exam Administration	SC Pre-Approval Deadline
April	February 15
August	June 15
December	September 15

Candidates will only go through the pre-approval process once to take the examination in South Carolina and may go to www.clarb.org/Candidates/Pages/Register.aspx to complete registration for the exam. In order to pre-register, new exam candidates will need to take the following steps:

- All candidates are required to start a Council Record with the Council of Landscape Architectural Examiners (CLARB) to take the exam. To establish a Council Record, visit <https://www.clarb.org/LandscapeArchitects/StartMyRecord/Pages/default.aspx>. Please note this is a time-consuming process, so candidates should begin the process of establishing the record well in advance of the pre-approval deadline date (at least 45 days).

Once the Council Record is complete:

- Contact CLARB to request the record be transmitted to the SC Board of Landscape Architectural Examiners.
- Complete the SC Board of Landscape Architectural Examiners application posted online at <http://www.llronline.com/POL/LandscapeArchitect/PDF/Applications/Exam%20Application.pdf> .
- Submit two additional references that are not on the CLARB Council Record. (The South Carolina Board requires a total of five references and will accept the three references on the CLARB Record.) A reference form is available to send to references at <http://www.llronline.com/POL/LandscapeArchitect/PDF/Applications/LA%20Reference.pdf> .

Once the materials are received, the application will be reviewed for addition to the SC Pre-Approved Candidate list for the examination. Your name must be added to this list before you can take any section of the examination. Please note that you may be required to appear before the Board for an application hearing to get qualifying experience approved. **The CLARB Record and the South Carolina application must be received by the pre-approval deadline date to ensure approval for the test administration you wish to take.**

Additional information on registering for the LARE is available online at www.clarb.org/Candidates/Documents/LARE-Registration-Process-PreApproval.pdf .

Online Services

LLR offers licensees [online services](#). Services available on this site include entering a change of address and printing licensure cards. Licensees will need a username and password to access the system, which is provided on the renewal notice mailed to licensees. It can also be requested by clicking on “I do not know my UserID/Password.”

State Holidays

The Board office will be closed in observance of the following State holidays:

- Friday, July 4, 2014, for Independence Day
- Monday, September 1, 2014, for Labor Day
- Tuesday, November 11, 2014, for Veteran’s Day
- Thursday – Friday, November 27-28, 2014, for Thanksgiving Day.
- Wednesday – Friday, December 24-26, 2014, for Christmas Day.

Licensure Statistics as of June 6, 2014

Individual Landscape Architects	600
Certificate of Authorization (Firms)	161
LARE Pre-Approved Candidates	23