

SCPEAC

2010 Annual Report

Presented to

The President Pro Tempore of the Senate
The Speaker of the House of Representatives

By The South Carolina Planning Education Advisory Committee

South Carolina



Planning Education Advisory Committee

Committee members:

Stephen G. Riley, CM
Chairman

Representing MASC
Term expires: 2013

Dennis Lambries, PhD,
Vice Chairman

Representing USC
Term expires: 2012

Christopher Karres
Representing SCAC
Term expires: 2011

Barry Nocks, PhD., AICP
Representing Clemson
University
Term expires: 2012

Donna London
Representing SCAPA
Term expires: 2014

January 25, 2011

TO: The Honorable Glenn F. McConnell, President Pro Tempore
for the Senate
The Honorable Robert W. Harrell, Jr., Speaker of the House of
Representatives

FROM: Stephen G. Riley, Chairman

RE: Annual Report of the South Carolina Planning Education
Advisory Committee

In 2003, the Legislature established Educational Requirements for Local Government Planning or Zoning Officials or Employees and established a five-member Advisory Committee to compile and distribute a list of approved orientation and continuing education courses to satisfy the requirements of the statute and to determine categories of persons that are eligible for exemption from these educational requirements. The Advisory Committee elected to operate under the title of the South Carolina Planning Education Advisory Committee.

Please accept this as the 2010 Annual Report of the South Carolina Planning Education Advisory Committee pursuant to Section 6-29-1330(D)(3) of the Code of Laws of South Carolina.

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Introduction

Article 9 of Title 6, Chapter 29 of the South Carolina Code of Laws establishes Educational Requirements for Local Government Planning or Zoning Officials or Employees. These provisions apply to all members of locally-appointed Planning Commissions, Boards of Zoning Appeals, Architectural Review Boards and all professional employees engaged in planning and zoning activities.

Unless expressly exempted, each locally appointed official and professional employee must attend a minimum of six hours of orientation training in certain subjects and annually attend no fewer than three hours of continuing education in any of the subjects determined by the State Advisory Committee.

The subjects for the education may include, but not be limited to, land use planning; zoning; floodplains; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedure; administrative law; economic development; housing; public buildings; building construction; land subdivision; and powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee; or
- (4) a license to practice law in South Carolina.

An appointed official is subject to removal from office or suspension or dismissal from employment if he fails to complete the requisite number of hours of orientation training and continuing education within the time allotted by State Code, or fails to file the certification form and documentation required by State Code.

It is the responsibility of the local governing body to track and file with the local clerk the proper certification forms for their individual planning or zoning officials or employees.

All municipalities and counties were required to come into compliance by January 1, 2007. Newly appointed Board and Commission members and newly hired staff members must receive their orientation training within one year of their start date. A minimum of

three hours of continuing education is required, each year, for all board, commission and staff members.

Sec. 6-29-1330 of the Code establishes an Advisory Committee composed of five members appointed by the Governor. The Code provides that the members shall include: a planner recommended by the South Carolina Chapter of the American Planning Association; a municipal official or employee recommended by the Municipal Association of South Carolina; a county official or employee recommended by the South Carolina Association of Counties; a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and, a representative recommended by Clemson University's Department of Planning and Landscape Architecture.

This Committee, operating as the South Carolina Planning Education Advisory Committee (SCPEAC), is charged with:

- compiling and distributing a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;
- determining categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and
- making an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

This 2010 Annual Report is set up to include those elements set forth in Sec. 6-29-1330(D)(3) of the Code. Specifically, this annual report provides a detailed account of the advisory committee's:

- (a) activities;
- (b) expenses;
- (c) fees collected; and
- (d) determinations concerning approved education programs and categories of exemption.

COMMITTEE MEMBER INFORMATION

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Represents: S. C. Association of Counties
Term expires: June 30, 2011
Position: Committee member

Barry Nocks, PhD, AICP

Professor & Director
Graduate Program in City & Regional Planning
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College of Architecture, Arts & Humanities
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Represents: Department of Planning and Landscape Architecture, Clemson University
Term Expires: June 30, 2012
Position: Committee member

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Position: Vice-Chairman

Donna London

Director

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Represents: SC Chapter, American Planning Association

Term expires: June 30, 2014

Position: Committee member

Stephen G. Riley, CM

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Town of Hilton Head Island

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Represents: Municipal Association of South Carolina

Term expires: June 30, 2013

Position: Chairman

Activities

A quarterly schedule of meetings was established, as allowed for under Section 6-29-1330(F) of the Code. The members have committed to conducting at least the first scheduled meeting of each year in person; and thus the February 1, 2010 meeting (rescheduled from January 12th because of weather) was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 26th and October 25th quarterly meetings were conducted via conference call. The July 26th meeting was cancelled due to a lack of agenda items. A conference call meeting was also held on March 25th.

A quarterly schedule of meetings has been approved for 2011. The first meeting will again be conducted at the offices of the MASC. The remaining meetings are scheduled to be conducted by conference call.

Every effort has and will continue to be made to facilitate public participation in these conference call meetings by posting of the meeting on our website and the State Register. Opportunities to “sit in” on the meetings were provided at the Hilton Head Island office of the Chairman. The conference call phone number is provided in the posted notices such that any interested party may participate by phone. As noted above, three such meetings were held in 2010 and only the applicants themselves participated in the conference calls.

The term of member Donna London was scheduled to expire in 2010. Ms. London was re-nominated by the South Carolina Chapter of the American Planning Association and was reappointed by the Governor for a new four-year term to expire in 2014.

In 2009, both the Municipal Association of South Carolina (MASC) and the South Carolina Association of Counties (SCAC) engaged in an updating of their respective Orientation Training Programs. The SCAC sought additional time to complete the update of Part II of their program and this updated segment was presented for our consideration in early Spring 2010. Approval was granted for a 5 year period.

Significant changes were made 2009 in the number of pre-approved offerings for Continuing Education credits and in the approval process for new offerings. These changes seem to be working well as the number of requests for approvals and special meetings to expedite approvals declined by 50% in 2010.

Numerous inquiries were answered, although the Committee takes care to make clear that we do not have access to legal advice; and that consultation with the local government’s attorney is advisable.

Expenses

Postage, copying, and printing costs have been minimal and have been absorbed by the members' sponsoring organizations or employers. Increased use of electronic applications and email distribution of agendas has contributed to keeping such costs to a minimum.

Costs for travel to meetings of the Committee have been borne by the individual members or their employers. No costs for overnight stays or meals have been incurred.

The Committee website is maintained by the South Carolina Legislative Printing, Information and Technology Systems Department at no cost to the Committee. The domain name, www.scpac.org, was maintained because of the ease in relaying the information to those who inquire. The annual cost for maintaining this domain name is \$9.95 and is absorbed by the Chairman's employer, the Town of Hilton Head Island.

Meeting space for the annual on-site meeting of the Committee is being donated by the Municipal Association of South Carolina. Limited refreshments are made available; in the same manner as is done with other groups that use their facilities.

Costs associated with telephone conference call meetings are absorbed by the Chairman's employer, the Town of Hilton Head Island. Limited administrative support is also provided by the Town of Hilton Head Island.

Fees Collected

No fees have been collected.

Section 6-29-1330(G) of the Code provides for the imposition of a nominal fee to each entity applying for approval of an orientation or continuing education program. The Committee has chosen not to impose such a fee at this time.

Determinations Concerning Approved Education Programs and Categories of Exemptions

Approval was granted to consideration of an application by the S. C. Association of Counties for accreditation of their Planning and Zoning Orientation Program – Part II.

Approval was granted to Charleston County Planning Department "*Ethics 4 Everyone*" as a Continuing Education Course.

Approval was granted to City of Aiken "*Going Green – It Starts with Me*" as a Continuing Education Course.

Approval was granted to the City of Beaufort "*Live Oak Legacy*" & "*Community Forestry: Past, Present & Future – a Symposium*" as a Continuing Education Course.

Approval was granted to the Town of Lexington “*Master Plan Update*” as a Continuing Education Course.

Approval was granted to the Town of Port Royal “*Context Sensitive Rainwater/Stormwater Practices*” as a Continuing Education Course.

Approval was granted to the S. C. Appalachian Council of Governments “*Incorporating Smart Growth Principles into your Local Codes and Ordinances*” as a Continuing Education Course.

Approval was granted to the Town of Kiawah Island “*Continuing Education for Planning Commission and BZA members*” as a Continuing Education Course.

Approval was granted to the Town of Hilton Head Island “*Learn How Form-Based Codes can Transform Cities and Towns*” as a Continuing Education Course.

Approval was granted to the U.S. Green Building Council, S.C. Chapter “*Green Initiatives for Zoning, Building and Development*” as a Continuing Education Course.

Approval was granted to consideration of an application by the City of Conway “*Movie - Mr. Smith Goes to Washington*” followed by a question and answer period using a prepared question guide, as a Continuing Education Course with a stipulation it was a “one-time” only approval.

ATTACHMENTS

ENABLING LEGISLATION

EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR
ZONING OFFICIALS OR EMPLOYEES

SECTION 6-29-1310. Definitions.

As used in this article:

- (1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;
- (2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;
- (3) "Clerk" means the clerk of the local governing body;
- (4) "Local governing body" means the legislative governing body of a county or municipality;
- (5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;
- (6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

- (1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and
- (2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.

(B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:

- (1) municipalities and counties with a population above 35,000: by January 1, 2006; and
- (2) municipalities and counties with a population under 35,000: by January 1, 2007.

SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor with the advice and consent of the Senate. The advisory committee consists of:

(1) a planner recommended by the South Carolina Chapter of the American Planning Association;

(2) a municipal official or employee recommended by the Municipal Association of South Carolina;

(3) a county official or employee recommended by the South Carolina Association of Counties;

(4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and

(5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture. Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment or the Governor's appointment is not confirmed by the Senate, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualified; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

(1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;

(2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

(3) make an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing a detailed account of the advisory committee's:

(a) activities;

(b) expenses;

(c) fees collected; and

(d) determinations concerning approved education programs and categories of exemption.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;

(16) land subdivision; and

(17) powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

SECTION 6-29-1350. Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

(1) certification by the American Institute of Certified Planners;

(2) a masters or doctorate degree in planning from an accredited college or university;

(3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee;

(4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

SECTION 6-29-1360. Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

EDUCATIONAL REQUIREMENTS

CERTIFICATION FORM

FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee to dismissal.

Name of Appointed Official or Employee: _____

Position: _____

Initial Date of Appointment or Employment: _____

Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

Program Name	Sponsor	Location	Date Held	Hours of Instruction
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Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

I am certified by the American Institute of Certified Planners.

I hold a masters or doctorate degree in planning from an accredited college or university.

I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)

I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: _____

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

(1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or

(2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

SECTION 6-29-1370. Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

(1) sponsoring and providing approved education programs; or

(2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

(1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and

(2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

SECTION 6-29-1380. Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

INFORMATION ON SCPEAC WEBPAGE



South Carolina Planning Education Advisory Committee



[About Us](#) | [Meeting Information](#) | [Orientation Training](#) | [Continuing Education Programs](#)

Welcome to the South Carolina

Planning Education Advisory Committee's Website.

We are looking forward to assisting you in meeting the South Carolina State Code education requirements for Local Government Planning or Zoning Officials and Employees.

Recent Updates: There have been several recent changes; particularly regarding Continuing Education offerings. The [list of pre-approved Sponsors, or providers, of Continuing Education programs](#) has been greatly expanded. [A new process for local officials to self-certify a Continuing Education program](#) has also been added.

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South Carolina Planning Education Advisory Committee



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Committee Members

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Donna London



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South Carolina Planning Education Advisory Committee



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[Meeting Schedule](#) | [Meeting Agenda](#) | [Meeting Minutes](#)

2010 Meeting Schedule

Date	Time	Location
Tues., Jan. 25, 2011	2:30 p.m.	Municipal Association of South Carolina - Board Room
Mon., April 11, 2011	10:00 a.m.	Conference call meeting
Mon., July 25, 2011	10:00 a.m.	Conference call meeting
Mon., Oct. 24, 2011	10:00 a.m.	Conference call meeting

MASC offices are at 1411 Gervais Street, Columbia, SC

Please note: At the discretion of the committee, some meetings may be conducted via telephone conference rather than in person. For information, please contact Vicki Pfannenschmidt at vickip@hiltonheadislandsc.gov or 843-341-4701.

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South Carolina Planning Education Advisory Committee



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Approved Orientation Training Programs

S. C. Association of Counties Orientation Program - [Contact SCAC](#)

(go to Education & Training link under Services menu)

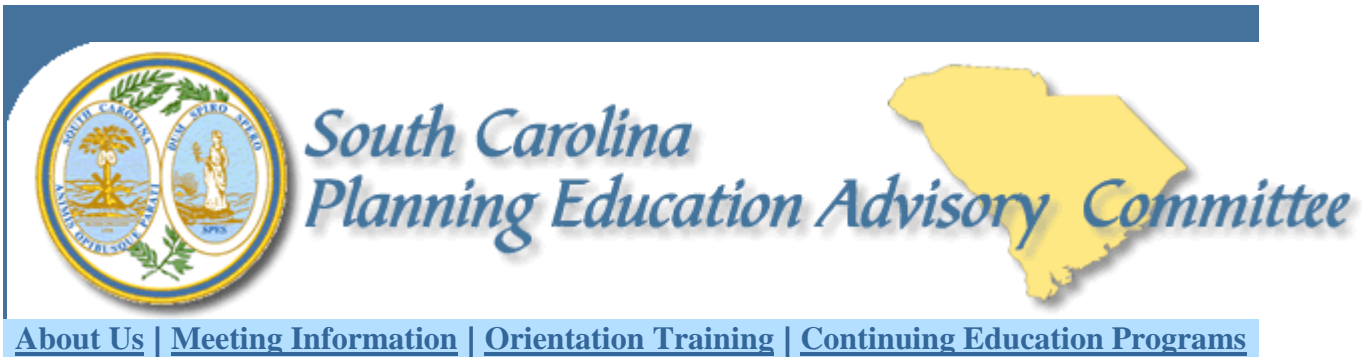
Municipal Association of South Carolina/S. C. Chapter of the American Planning Association/

S.C. Association of Regional Councils Orientation Program - [Contact MASC](#)

[Interested in becoming an approved provider of Orientation Training programs?](#)

Please continue to visit our website for any updates.

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Orientation Training Program Application

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum 6-credit orientation program for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. All formats must include facilitators as discussant leaders; no self-educational methods are authorized. (See below for facilitator qualifications.)

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Pursuant to its responsibilities to compile and distribute a list of approved orientation programs/courses, the Committee has established minimal requirements for applicants to provide orientation programs. While the Committee will accept individual proposals for modules within the orientation program, the Committee will give priority to those sponsors submitting a complete orientation program proposal.

A 6-credit orientation program should cover at least the following topics:

- Overview of the Comprehensive Planning Act
- Description of Zoning and Land Development Regulations

- Description of Related Regulations such as Capital Improvements Programs, Development Agreements, Design Regulations
- Description of the roles and responsibilities of the Council, Planning Commission, Zoning Officer, Boards of Zoning Appeals and Architectural Review, and Appellate Processes—concepts of legislative, administrative, and quasi-judicial functions
- Legal Issues for Planning and Zoning
- Freedom of Information, Conflicts of Interest Provisions, Section 1983 Liability, and related Ethics

Application Form

All proposals will be reviewed by the Advisory Committee and applicants will be informed of the action taken without 30 days of receipt by the SCPEAC Chairman.

[Application for Accreditation of an Orientation Program](#)

Facilitator Qualifications

Facilitators are required for all approved Orientation Training Programs

All Facilitators must meet the following requirements:

1. Be in a position of authority
2. Be able to facilitate discussion
3. Be able to confirm attendance of participants
4. Facilitators must meet one of the following qualifications:
 - certification by the American Institute of Certified Planners;
 - a masters or doctorate degree in planning from an accredited college or university;
 - a license to practice law in South Carolina;
 - a masters degree in Public Administration; and have a role in local government

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Orientation Training Program. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance](#)

Questions should be directed to:

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SCPEAC Chairman
Town Manager
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4700

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South Carolina Planning Education Advisory Committee



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Continuing Education Programs

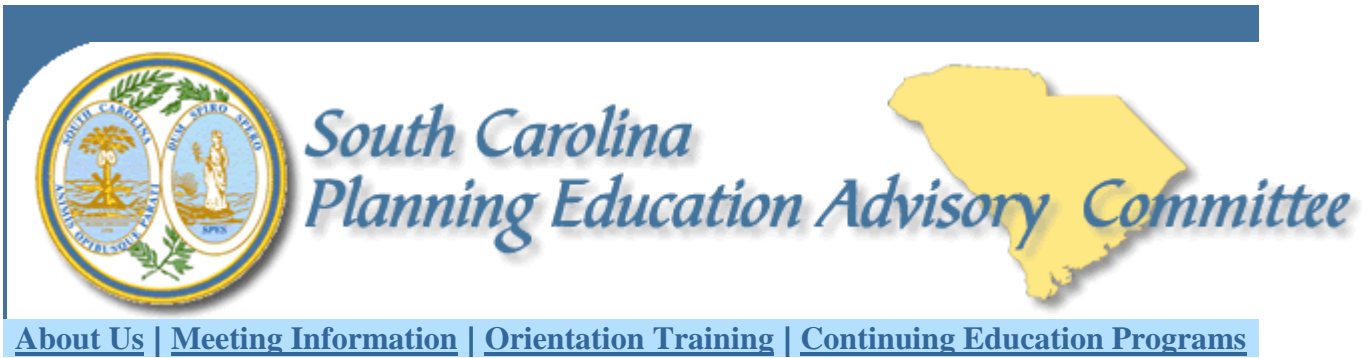
[List of Approved Sponsors of Continuing Education Programs](#)

[Information on becoming an approved Sponsor of Continuing Education Programs](#)

[Information on getting approval for an upcoming Continuing Education Program](#)

Note: Books or self-directed (home study) courses are not approved

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Approved Sponsors of Continuing Education Programs

The following organizations and agencies have been approved by the Committee as Continuing Education Program Sponsors; under the conditions outlined below:

- ACE Basin NERR Coastal Training Program – [Contact CTP](#)
- American Institute of Architects – [Contact AIA](#)
- American Institute of Certified Planners Certification Maintenance (CM) approved programs – [Contact AICP-CM program](#)
- American Planning Association – [Contact APA](#)
- American Society of Landscape Architects – [Contact ASLA](#)
- International City/County Management Association – [Contact ICMA](#)
- Municipal Association of South Carolina – [Contact MASC](#)
- National Trust for Historic Preservation – [Contact NTHP](#)
- North Inlet Winyah Bay NERR Coastal Training Program – [Contact CTP](#)
- Planning Accreditation Board (PAB) Accredited Planning Schools
In the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at <http://www.planningaccreditationboard.org> (go to Accredited Planning Programs).
- South Carolina Association of Counties – [Contact SCAC](#)
- South Carolina Chapter of the American Planning Association – [Contact SCAPA](#)
- South Carolina Department of Archives and History – [Contact SCDAH](#)
- Urban Land Institute – [Contact ULI](#)

Conditions for Sponsor-Provided Continuing Education Programs

Continuing Education Programs provided by approved Sponsors can be delivered in a variety of formats, including but not limited to: conferences; seminars; training sessions and programs; live remote broadcasts of conferences and seminars; taped rebroadcasts of conferences or seminars; audio tape presentations; web-based presentations; CD-ROMs; DVDs; or similar media under the following conditions.

- The training is conducted in a group or classroom setting. No self study or home study is allowed.

- The subject matter of the continuing education training program must be consistent with the requirements of [SC Code Sec 6-20-1340\(c\)](#).
- There must be a Coordinator present during all portions of the continuing education training program. See below for Coordinator Qualifications.

Coordinator Qualifications

All Coordinators must meet the following requirements:

- Be in a position of authority
- Have a working knowledge of the subject material as it pertains to the jurisdiction
- Have knowledge of the jurisdiction(s) attending the presentation
- Be able to facilitate discussion
- Be able to confirm attendance of participants
- Coordinators need not meet the exemption requirements of the State Code

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

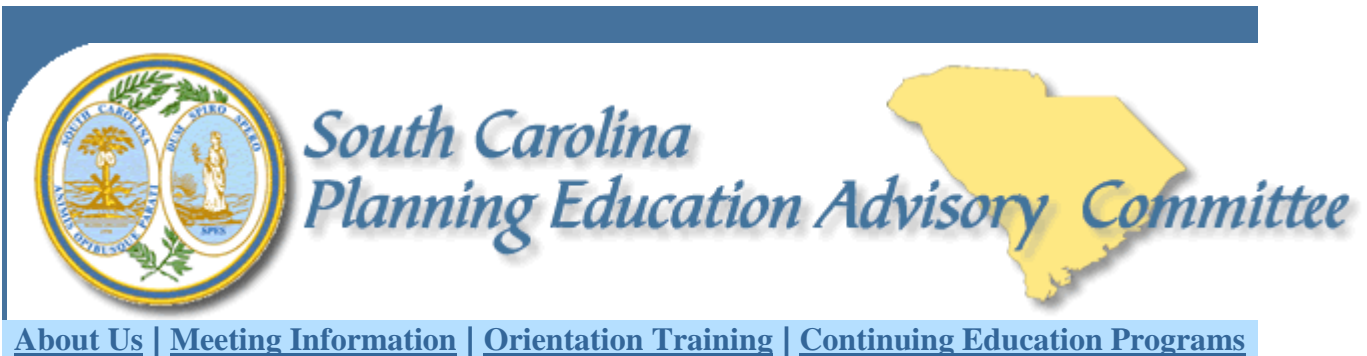
We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[A model Uniform Certificate of Attendance](#)

Becoming an Approved Sponsor of Continuing Education Programs

[Information on becoming an Approved Sponsor of Continuing Education Programs](#)

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Request for Certification as an Approved Sponsor of Continuing Education Programs

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum of 3 hours of continuing education (CE) annually for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. All formats must include a Coordinator. See below for information on Coordinator qualifications; no self-educational methods are authorized.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

The Committee has determined that certain organizations provide conferences and training programs that meet the standards for continuing education and may be pre-approved as Sponsors of such programs. Sponsors do not need to gain separate approval for individual program offerings. [List of Approved Sponsors](#).

Organizations wishing to become an Approved Sponsor should use the Application for Accreditation as a Sponsoring Organization of Continuing Education Programs. The Committee reserves the authority to audit and review programs of Approved Sponsors and to revoke the

Approved Sponsor status if, in the sole determination of the Committee, the standards for continuing education programs are not being upheld.

Application Form

All proposals will be reviewed by the Advisory Committee and applicants will be informed of the action taken with 30 days of receipt by the SCPEAC Chariman.

[Application for Accreditation as a Sponsoring Organization of Continuing Education Programs](#)

Conditions for Sponsor-Provided Continuing Education Programs

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- There must be a Coordinator present during all portions of the continuing education training program. See below for Coordinator Qualifications.

Coordinator Qualifications

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Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

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[The model Uniform Certificate of Attendance.](#)

Questions pertaining to any of these applications or general information should be directed to:

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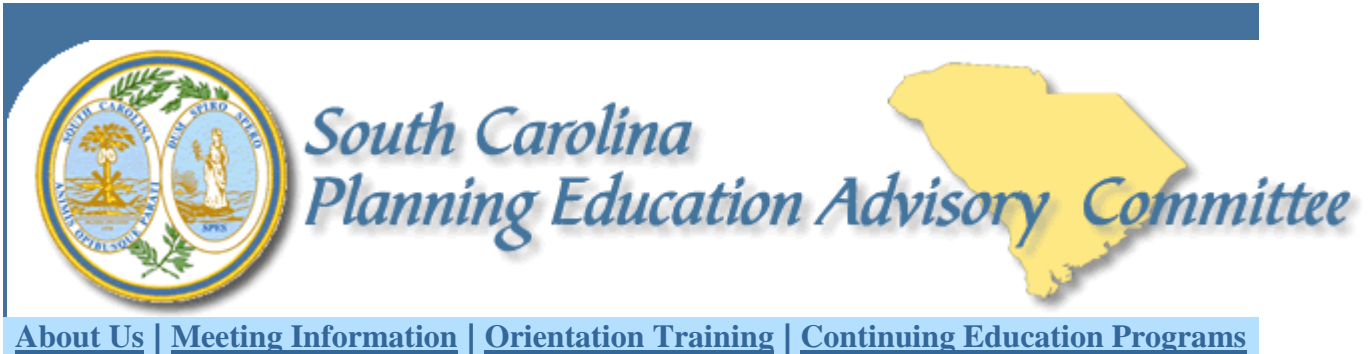
Getting Approval for an Upcoming Continuing Education Program

The SC Planning Education Advisory Committee (SCPEAC) provides two methods for gaining approval for Continuing Education credits for an upcoming program.

1. If you represent an organization that is hosting or organizing an event that you wish to have considered for approval for Continuing Education credits by the SCPEAC use the [Request for Certification of an Upcoming Continuing Education Program](#).
2. If you are a Planning Director, or COG Director, who has identified a training program or opportunity that you believe meets the needs of your community, or a community that you serve, and it is not already approved, you may submit an application to have that program approved for use in your community. Use the [Local Official's Certification of Need for a Continuing Education Program](#).

Programs provided by approved Sponsors are pre-approved and need no further review. [More information on Approved Sponsors and their training offerings](#).

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Request for Certification of an Upcoming Continuing Education Program

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Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Application Form

All proposals will be reviewed by the Advisory Committee within 10 working days of receipt. If no concerns or objections are raised by the committee members, the application will be considered approved. If there are concerns, or additional information is required, applicants will be informed and a committee meeting will be scheduled at the earliest opportunity. Applicants will receive notice from the SCPEAC Chairman of the action taken.

[The Application for Accreditation of a Continuing Education Program](#)

Continuing Education Program Conditions

Continuing Education Programs can be delivered in a variety of formats; including but not limited to; conferences; seminars; training sessions and programs; live remote broadcasts of conferences and seminars; taped rebroadcasts of conferences or seminars; audio tape presentations; web-based presentations; CD-ROMs; DVDs; or similar media under the following conditions:

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Local Official's Certification of Need for a Continuing Education Program

The Committee recognizes that there may be occasions where a local government official identifies an existing continuing education program or offering, or an upcoming seminar, webinar, or other presentation, that would be particularly relevant and could meet all or a portion of the annual continuing education needs of that community.

However, for any number of reasons, getting the provider of the program to make application for South Carolina Planning Education Continuing Education (SCPEAC) credits may prove too time consuming, or costly, or simply impractical.

In such instances, the local government Planning Director, or the regional COG Director providing training for that local government, may make application on behalf of that local government only, certifying that this particular Continuing Education training offering meets the needs of the local government.

Local government certification is not needed for training programs provided by SCPEAC-approved Sponsors of Continuing Education Training Programs. [List of Approved Sponsors](#).

Application Form

All proposals will be reviewed by the Advisory Committee within 10 working days of receipt. If no concerns or objections are raised by the committee members, the application will be considered approved. If there are concerns, or additional information is required, applicants will be informed and a committee meeting will be scheduled at the earliest opportunity. Applicants will receive notice from the SCPEAC Chairman of the action taken.

[The Local Official's Certification of Need for a Continuing Education Program](#)

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