

**LANDSCAPE ARCHITECT
CONTINUING EDUCATION CERTIFICATION FORM**
For License Year Feb. 1, _____ thru Jan. 31, _____

I hereby certify that I have met the continuing education requirements for license renewal for Landscape Architects through the activities listed below. I understand that if I am selected for an audit by the Horticulture Commission, I will be required to submit documented proof of having obtained the continuing education credits for the year being audited. I further understand that failure to comply with these requirements or providing false statements regarding these requirements could be considered a violation of the Commission's rules.

Activity Log

A minimum of eight hours is required for license renewal. A maximum of 4 hours is allowed to be carried over to the following year. Please list all hours completed for the renewal year. Documentation will be required if selected for an audit.

Date MM/DD/YY	Sponsor/Provider Location (City and State)	Title/ Description of Activity	Number of Credit Hours

Date: _____ Name: _____ Signature: _____

Daytime Phone Number: _____ License Number (as shown on renewal application) _____

All records that document proof of having obtained the required continuing education credits must be maintained for a period of three years following the year of completion. **Please submit this form with your license renewal application.** This form may be duplicated as needed.

**Landscape Architecture Continuing Education
Documentation Form**

For License Year Feb. 1, _____ thru Jan. 31, _____

COURSE or ACTIVITY TOPIC _____

COURSE or ACTIVITY PROVIDER _____

COURSE or ACTIVITY DATE _____

COURSE or ACTIVITY LOCATION _____

NUMBER OF CONTACT CREDIT HOURS _____

Please Print Name of Licensed Landscape Architect

Signature of Licensed Landscape Architect

Signature of Course or Activity Provider Representative

Please complete all information above that apply. This form should be maintained as part of your file records to aid in documentation of continuing education credits. If audited, this form should be provided with any other documentation that you may have.