

# CEUS-24 EVERY 2 :: AN LA'S DECODER

*This memo plans to list requirements and provide direction for landscape architects in obtaining continuing education units (CEU) in regard to licensure in Wisconsin as per ACT 123. While this memo is envisioned as an abbreviated-succinct reference, it should be used in conjunction with the attached PDFs and listed websites for complete understanding and compliance. The presented information generally follows Wisconsin Administrative Code Chapter A-E 11. WIASLA is providing this as a tool for its membership and is by no means the authoritative body responsible for approving/denying CEUs in WI.*

## **Appendix:**

1A – Licensure Factsheet: Title Act vs. Practice Act

2A – 2009 Wisconsin Act 123 (AB-142)

3A – Administrative Code A-E 11 "Continuing Education for Landscape Architect"

## **Q: Why do I need these CEU things?**

A: Per 2009 Act 123. Wisconsin is now a Practice Act State (one of 45 others) and prohibits unqualified individuals from calling themselves a landscape architect and from practicing the profession. This is the strongest form of regulation to ensure the protection of the public health, safety, and welfare. All laws that regulate the practice of the profession also include the protection of a title act.

## **Q: Is there a difference between CEU, PDH, CEH, etc.?**

A: CEU = PDH = CEH. The State of Wisconsin defines education hours as CEH's, Continuing Education Hours, while the ASLA National organization refers to them as PDH's, Professional Development Hours. You may also hear CEU, Continuing Education Unit. All of these acronyms are the same and define a 50 minute education session that is equivalent to 1 credit/unit/hour. A 90-minute education session is equivalent to 1.5 credits/units/hours.

## **▲ UNABRIDGED GOVERNING VERSION :: CHAPTER A-E 11**

ALL NECESSARY INFORMATION IN REGARDS TO THE SPECIFICS OF DEFINING CEUs, OBTAINING CEUs, RECORD KEEPING OF CEUs AND CEU WAIVERS CAN BE REFERENCED IN WISCONSIN ADMINISTRATIVE CODE A-E 11.

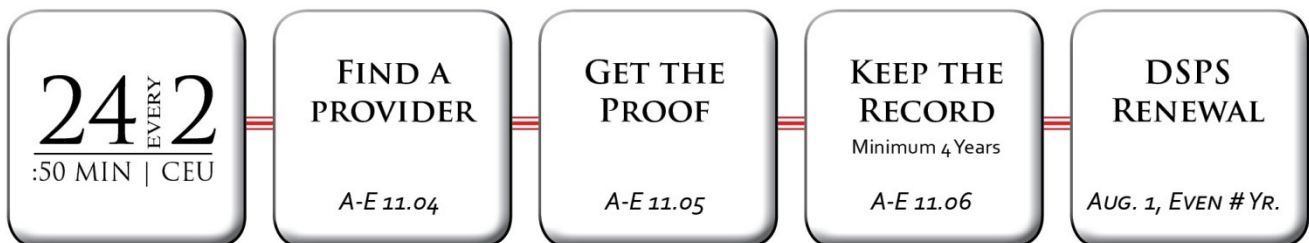
Located Here: <http://legis.wisconsin.gov/rsb/code/a-e/a-e011.pdf>

## ▲ DEFINITIONS :: CHAPTER A-E 11.02

- CEU (PDH) :: Continuing Education Unit, 50 min. per State of Wisconsin (a.k.a. CEH-Continuing Education Hour. PDH-Professional Development Hour.
- DSPS (DRL) :: In Wisconsin, Department of Safety and Professional Services (formerly Department of Regulation and Licensing)
- HSW :: Health Safety Welfare, the criteria which certain continuing education units are assumed valid. A total of 16 HSW credits per biennium are required. Reference Administrative Code A-E11.02 for full HSW full definition
- Biennium :: 2-year period beginning August 1 of each even numbered year (24 CEU's per biennium).
- LA CES :: Landscape Architecture Continuing Education System  
LA CES establishes, maintains, and enforces standards for evaluating professional development and continuing education programs for LA's. They identify appropriate courses for LA's that are offered by legitimate organizations (currently 130+ approved providers) that have controls and processes in place to monitor quality and track attendance.
- LATIS :: Landscape Architecture Technical Information Series

## ▲ CONTINUING EDUCATION REQUIREMENTS :: CHAPTER A-E 11.03

Landscape architects must now affirm at the time of renewal to having completed 24 PDH's of continuing education pertinent to the practice of landscape architecture every biennium. Of the 24 hours, a minimum of 16 hours are required relating to health, safety and welfare topics, and a minimum of 2 hours are required relating to professional conduct and ethics. CEUs may be fulfilled by any of the following activities: If a licensee prefers to receive credit for CEUs that were acquired from sources not on this list, the licensee should be prepared to provide ready documentation that directly correlates with the language found in this chapter.



- a. Online, correspondence, televised, videotaped, or other short courses/tutorials
- b. A university course in the area of landscape architecture or related science (16 CEH/per university semester credit hour of course work)
- c. Landscape architecture programs, seminars, tutorials, workshops, short courses or in-house course led by an instructor
- d. Presentations at technical or professional meetings/conferences
- e. Teaching courses or programs (1 CEU(PDH) given for first time only, max 6)
- f. Authoring landscape architecture related papers or articles (max 6 CEU(PDH)/biennium)
- g. Serving on a jury panel for landscape architecture work
- h. Serving as an officer or committee member of a professional board, society, commission or other organization related to landscape architecture (max 2 CEU(PDH)/biennium)
- i. Participating in landscape architecturally significant project tours which are sponsored by a college, professional organization or system supplier (max 8 CEU(PDH)/biennium)

#### ▲ STANDARD FOR APPROVAL –WHERE DO I GET CEUS? :: CHAPTER A-E 11.04

Continuing education shall meet all of the following:

1. The activity constitutes an organized method of instruction
2. The activity is conducted by individuals with specialized education, training or experience concerning the subject matter
3. The activity provides attendance or completion by a registrant that fulfills pre-established goals and objectives

*Continuing education may be obtained through the following providers, but not limited to:*

- a. American Society of Landscape Architects – [www.asla.org](http://www.asla.org)
  - i. LA CES - <http://laces.asla.org/Default.aspx>
  - ii. LATIS - <http://www.asla.org/Latis.aspx?id=1064>
  - iii. WiASLA – Certified activities will be offered periodically – [www.wiasla.com](http://www.wiasla.com)
- b. Council of Landscape Architectural Boards (CLARB) – [www.clarb.org](http://www.clarb.org)
- c. Urban Land Institute – [www.uli.org](http://www.uli.org)
- d. American Nursery and Landscape Association – [www.anla.org](http://www.anla.org)
- e. American Planning Association – [www.planning.org](http://www.planning.org)
- f. National Society of Professional Engineers – [www.nspe.org](http://www.nspe.org)
- g. National Recreation and Park Association – [www.nrpa.org](http://www.nrpa.org)
- h. American Institute of Architects – [www.aia.org](http://www.aia.org)
- i. Construction Specifications Institute – [www.csinet.org](http://www.csinet.org)

- j. State or federal training programs that relate to landscape architecture, course work in landscape architecture at a college, or other related technical or professional societies or organizations.
- k. Colleges, universities or other educational institutions.

If the registrant wishes to obtain CEUs for an activity or through an organization not listed on A-E 11 there is nothing stating this cannot occur. The DSPS simply wants to make sure the landscape architecture community is professionally meeting education requirements from reputable sources. There is not a black and white determination of what is relevant or what has counted in the past. A-E 11 is the guiding rule. It is somewhat grey, and for that reason one must feel confident and deem the activity appropriate when determining education offerings as CEUs. The WI-ASLA Chapter believes that there will be more definitive answers on whether or not certain activities will be deemed acceptable or not after the first couple of bienniums. Therefore, the Chapter recommends that each registrant have a buffer of a couple continuing education hours in the event that they are audited and it is determined that some of the activities will not be permitted.

There is no clearing house where you 'file' your attendance records and proof of attendance. LA CES activities and some others on the list DO store your completed activity records for 4-6 years, but this is not typical. Registrants should compile, file, and record keep their own CEU information.

#### ▲ RECORD KEEPING :: CHAPTER A-E 11.06

Registrants shall maintain records of continue education for at least four (4) years from date of activity. Information shall include:

1. ***Name and Address of sponsor or provider***
2. ***Statement of subject matter***
3. ***Printed schedules, Registration receipts, Certificate of attendance, or other proof***
4. ***Number of Hours attended and Date and Place of activity***

#### ▲ CERTIFICATION OF COMPLETION/PROOF OF ATTENDANCE :: CHAPTER A-E 11.05

***Q: Who's going to know if I completed my CEUs and if they are valid?***

A: Upon renewal of your license, registrants shall certify full compliance with the continuing education requirements. A random audit of registrants may occur on a biennial basis. If audited, the registrant ill have to provide the documentation of meeting the CEU requirements.

***Q: What would an audit entail?***

A: The registrant would be required to produce evidence including attendance or documentation of completion or credit of course completion. If you appear to lack compliance you will be notified and requested to submit evidence. The registrant may be summoned to appear for an interview with DSPS staff to address any deficiencies or lack of compliance. The WI-ASLA Chapter believes that filing/saving course presentations, notes and other material related to each continuing education activity should be maintained in the event that the DSPS questions the validity of certain activities.

***Q: How are they going to know I did my CEUs without asking for hardcopies, since there is no central database?***

A: They will not know is the short answer. You will certify full compliance, and unless they have reason to question your listings your CEUs should be considered valid and worthy. You may get randomly audited, at which point they will be asking for hardcopies.

***Q: How will I know if all my CEUs are accepted by the DSPS***

A: This is a grey area. It may be advisable if you feel some CEUs are questionable to retain more than the required 24 units as an 'in case' buffer. If your CEUs do not fully meet the requirements of A-E 11 they may not be accepted.

▲ **WAIVER OF CONTINUING EDUCATION :: CHAPTER A-E 11.07**

***Q: What if something happens to me like an illness or full-time service in the military?***

A: There are 'waivers for continuing education' that apply to these situations under A-E 11.07

▲ **RECIPROCITY :: CHAPTER A-E 11.08**

***Q: Does reciprocity from other States exist?***

A: As long as the CEUs are determined substantially equivalent to the requirements of A-E 11 and obtained within the renewal timeframe you will be accommodated.

## ▲ REFERENCES ::

Licensing Board Information:

Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors

1400 E. Washington Avenue, Rm. 142

PO Box 8935

Madison, WI 53708-8935

(608) 266-5511

[dorl@drl.state.wi.us](mailto:dorl@drl.state.wi.us)

<http://www.drl.state.wi.us/profession.asp?profid=103&locid=0>

Advocacy ASLA website: Lists Title Act Requirements

<http://www.asla.org/StateGovtAffairsLicensure.aspx#376>

American Society of Landscape Architects

[www.asla.org](http://www.asla.org)

Your Current Executive Committee

[www.wiasla.com](http://www.wiasla.com)

## ▲ APPENDIX:

*1A – Licensure Factsheet: Title Act vs. Practice Act*

*2A – 2009 Wisconsin Act 123 (AB-142)*

*3A – Administrative Code A-E 11 "Continuing Education for Landscape Architect"*