

## Bureau of Professional Licensing

### Landscape Architects Continuing Education FAQs

**1. When will I be required to begin earning Continuing Education credits?**

Starting April 26, 2023, Landscape Architect licensees will be required to complete 24 hours of continuing education hours before renewing their license. Landscape Architect licensees with an expiration date after April 26, 2023 will be required to complete 24 hours of continuing education hours prior to renewing their license.

**2. Are there any limitations on what kind of continuing education I can take?**

Licensees must complete 24 hours of continuing education that satisfies the requirements of R 339.19016 (Approved Continuing Education activities).

A minimum of 16 of the 24 required continuing education hours must be earned in a program or activity pertaining to the subject of public health, safety, or welfare (HSW).

HSW subjects include but are not limited to the following:

- (a) Building codes.
- (b) Code of ethics.
- (c) Codes, acts, laws, and regulations governing the practice of landscape architecture.
- (d) Construction administration, including construction contracts.
- (e) Construction documents.
- (f) Design of environmental systems.
- (g) Environmental process and analysis.
- (h) Erosion control methods.
- (i) Grading.
- (j) Horticulture.
- (k) Irrigation methods.
- (l) Land planning and use.
- (m) Landscape preservation, landscape restoration and adaptive reuse.
- (n) Lateral forces.
- (o) Natural hazards-impact of earthquake, hurricane, fire, or flood related to site design.
- (p) Pedestrian and vehicular circulation.

- (q) Planting design.
- (r) Resource conservation and management.
- (s) Roadway design principles.
- (t) Site accessibility, including Americans with Disabilities Act standards for accessible site design.
- (u) Site and soils analysis.
- (v) Site design and engineering, including materials, methods, technologies, and applications.
- (w) Site security and safety.
- (x) Storm water management and surface and subsoil drainage.
- (y) Structural systems considerations.
- (z) Surveying methods and techniques as they affect landscape architecture.
- (aa) Sustainable design, including techniques related to energy efficiency.
  
- (bb) Use of site materials and methods of site construction.
- (cc) Vegetative management.
- (dd) Wetlands.
- (ee) Zoning as it relates to the improvement or protection of the public health, safety, and welfare.

**3. Is there a list of approved continuing education courses that I can take?**

The Bureau of Professional Licensing does not preapprove continuing education programs or activities for landscape architects. It is the responsibility of the licensee to determine if the continuing education program or activity that you wish to participate in meets the requirements of approved continuing education activities as listed in the Administrative Rules for Landscape Architects.

We highly recommend that you review the Administrative Rules for Landscape Architects, specifically R 339.19016, approved continuing education activities, found on page 6.

**4. What if I am unable to complete my required continuing education before my Landscape Architect license expires?**

Per Administrative Rule, R 339.19014(7), licensees are afforded the ability to request a waiver of their continuing education requirements for license renewal pursuant to MCL 339.204. Your continuing education waiver must be received prior to renewing your license and it must be received by the department before the expiration date of the license.

Please note: Submitting a continuing education waiver request does not guarantee that your request will be approved.

**5. Do I need to submit proof of completing continuing education when I renew my license?**

No, you are not required to submit proof of completing your continuing education requirements upon renewal. Per R 339.19014 (4), your application for renewal constitutes as a certification that you have completed all requirements for renewal, including continuing education.

However, you will be required to produce these records if your landscape architect license is randomly audited by the Bureau of Professional Licensing.

In addition, you are required to retain documentation that you have completed your required continuing education hours for a period of 4 years from the date of license renewal.

**6. If I earn more than 24 hours of continuing education hours within a license cycle, can I carry the excess hours over to the next license cycle?**

No, the continuing education credit earned during 1 license cycle may not be carried forward to the next license cycle.