



ASLA ILLINOIS

Professional Development Hour Steps for Retaining Licensure

1. Renewal periods are September 1-August 31 every two years of each odd numbered year for the State of Illinois. Be sure to be **on time!** Renewing beyond that period can be difficult.
2. Completion for Landscape Architects is 24 CE/PDH credit hours every two years.
(Continuing Education- CE or Professional Development Hours- PDH)
3. A CE/PDH is a minimum of 50 minutes of instruction or participation.
 - a. It cannot be done during a dinner or social function unless it has concluded before the instruction period begins.
 - b. Credit is only valid in ½ hour increments.
4. A minimum of 20 hours CE is structured educational activities the remaining 4 hours can be a combination of structured/unstructured. You are encouraged to focus on Health, Safety and Welfare topics.
5. Structured hours are classified as :
 - a. CLARB or ASLA endorsed seminars
 - b. Seminars endorsed by professional organizations
 - c. College of University Courses
 - d. Self-study courses- (webinars, online) valid program sponsor
6. Unstructured hours are classified as:
 - a. Teaching or instructing a course or seminar for the first time only. Two hours for every hour of teaching- not applying to faculty
 - b. Authoring papers or articles or presentations appearing nationally- 4 hours

- c. Active participation on a committee or holding an office in a professional organization- two hours
- 7. **Random audits** to verify compliance can be given at any point.
- 8. Four years of records is **required** for every Landscape Architect to maintain
- 9. Each hour recorded must included the following:
 - a. Name and address of the sponsor/numbers of hours/ date and place/ certificate of attendance/ included CE/PDH

OR Log of activities including the date and hours included CE, brief statement of subject matter, program schedules, registration receipts or proof of participation.
 - b. Continuing Education (CE) should be on any documentation for the State of Illinois and Professional Development Hours (PDH) should be on any documentation for LA CES- National credits.
- 10. For further details and always referring to the current Illinois laws and requirements for retaining licensure and renewal follow the link below: (updated March-2018)
 - a. <ftp://www.ilga.gov/JCAR/AdminCode/068/068012750000650R.html>