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 include 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)