



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

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APPLICATION FOR PRE-APPROVAL FOR CONTINUING EDUCATION SELF-DIRECTED ACTIVITIES

INSTRUCTIONS

The Board may allow self-directed activities to fulfill the continuing education (CE) requirements. To assure CE credit for a self-directed activity, you must obtain the Board's pre-approval before undertaking the activity. Submit this application 60 days prior to the activity. Self-directed activities must:

- have a direct relationship to the practice of landscape architecture
- advance your knowledge of the field beyond your normal work duties.
- result in a book draft, published article, delivered paper, workshop, symposium, or public address within the two-year renewal period.

The Board will determine the CE credit after reviewing the completed final project. See Sections 7.1 and 7.6 of the Board's [Rules and Regulations](#) for information about self-directed activity.

IDENTIFYING AND CONTACT INFORMATION

1. Name: _____ License #: **S1** - _____
2. Mailing Address: _____
3. Phone (Daytime): _____ Email: _____

INFORMATION ABOUT ACTIVITY

4. Renewal Period: 2/1/_____ through 1/31/_____ Enter maximum number of credit hours for which you are applying: _____
5. Describe the self-directed activity for which you are applying: _____

6. Enter your estimate of the credit hours involved in the activity described above: _____
7. Describe the product of the self-directed activity: _____

8. Explain your role in this activity. In addition, if there are collaborators, list them and explain their roles in this activity: _____

10. Has any part of this activity been previously submitted or approved for credit? Yes No If yes, explain: _____

11. Anticipated Completion Date: _____

I certify that this activity expands my existing knowledge of the field of Landscape Architecture and is not part of my regular work duties.

Signature: _____ **Date:** _____

DECISION (Board Use Only)

Date of Board Review: _____ Approved for _____ credit hours Denied – If checked, explain below.

Comments: _____

For the Board: _____