

**Board of Landscape Architecture Continuing Education  
COURSE APPROVAL APPLICATION**

(For Board Use Only) Course Approval Number

**INSTRUCTIONS:**

*Please type or print information in black ink.  
Complete all portions of application.  
Identify all attachments with provider name and course title.  
Course must meet requirements of Board Rule 61G10-18, F.A.C.*

---

**IDENTIFICATION DATA:**

Provider Name: \_\_\_\_\_

Provider Approval Number: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

E-Mail Address: (if available) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COURSE DATA (MUST BE ATTACHED)**

**COURSE DETAIL:**

A description of the subject or subjects to be covered

Course Outline

List of reference and source materials/bibliography

Instructors

Total Hours of Instruction

Record keeping

Certificate of Completion

## **COURSE DETAIL:**

### **A Description of the Subject or Subjects to be Covered**

Attach a description of the subject or subjects that will be covered.

### **Course Outline**

Attach a course outline specifying subjects, major topics, and subtopics to be covered in the course. Each subject must also include a narrative summary.

### **List of Reference and Source Materials/Bibliography**

Include a list of all reference and source materials for the course.

### **Instructors**

List the instructors and alternative instructors for each course and attach a resume with the education, experience, publication list and other information relative to his or her qualifications to teach the particular course. A resume for each instructor must be attached even if previously approved for another course. Instructors must possess sufficient skills and knowledge in the subject areas to be taught.

### **Total Hours of Instruction**

### **Record Keeping**

Attendance lists must be maintained for a minimum of four years per department Rule 61-6.015 (d), F.A.C. Attendance records and course completion information for all course participants must be provided to the department in a specified format acceptable to the department and within the agreed upon timeframe. These records must be made available to the department upon request.

### **Certificate of Completion**

Attach a copy of the Certificate of Completion that will be awarded to the course participant upon satisfactory completion of the course. This certificate must contain the following information:

- a) Course Participant's Name and License Number
- b) Course Title
- c) Course Approval Number
- d) Date Completed
- e) Number of Credit Hours and Subject Area
- f) Provider Name
- g) Provider Approval Number

### **General Requirements**

No course may be advertised as an approved course unless it has been approved by the Board of Landscape Architecture. Course approval is valid for a period of two years from date of issuance unless provider approval expires before that date or provider approval is rescinded through disciplinary action by board.

Provider must work with licensee to resolve reporting conflicts.