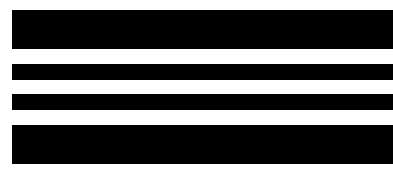




WASHINGTON STATE DEPARTMENT OF LICENSING

PO Box 9012, Olympia WA 98507

Landscape Architect Professional Development Worksheet



Use this worksheet to track professional development activities.

You must complete a minimum of 24 professional development hours (PDH) each renewal period. At least 18 PDH must address public health, safety, and welfare (HSW) and all activities must have a clear purpose and objective that will maintain, improve, or expand your skills and knowledge relevant to the practice of landscape architecture. Up to 12 PDH over the required hours can be carried forward from the second year of the previous renewal period. See WAC 308-13-185 for examples of qualifying activities.



If you are chosen for an audit, in addition to the list of your PDH activities, the Board may request the following documentation:

- Receipts and certificates provided by universities, professional organizations, or other course presenters. Examples include signed attendance receipts, payment receipts, and certificates of completion and/or continuing education credit reports.
- Copies of lecture materials, course outlines, agendas, handouts, book covers, articles, or content outlines. If necessary to prove your participation, include corresponding travel receipts or expense reports. For multi-session events, highlight the sessions you attended on the agenda or schedule.
- If the content is not apparent by the course title, provide information demonstrating how the activity is related to health, safety, or welfare.

For questions or language help call: (360) 664-1497

PRINT or TYPE Name (<i>Last, First, Middle</i>)		License number	Expiration date
(Area code) Telephone number	Email		

Date of activity	Descriptive title (highlight or write the title on your documentation)	Course provider (if applicable)	PDH* (Check box if meets HSW)
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total (minimum 24 PDH, 18 HSW PDH)			

*1 PDH = 50 minutes of instruction