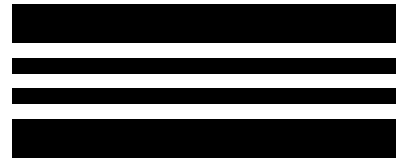




WASHINGTON STATE DEPARTMENT OF
LICENSING

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.



24901-CPD

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: 360-664-1837

PRINT or TYPE Name (<i>Last, First, Middle</i>)		License number	Expiration date
10-digit phone number	Email		

Date of activity	Descriptive title (highlight or write the title on documentation)	Course provider (if applicable)	PDH* (check box if meets HSW)
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
*1 PDH = 50 minutes of instruction			
Total (minimum 24 PDH, 18 HSW PDH)			

WAC 308-13-185

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