



## LA CES™ Approved Provider Application

### Landscape Architecture Continuing Education System™

**An organization completing this application should already be offering continuing education programs that meet the LA CES criteria or planning to do so shortly.**

Name of organization: Fake Sample Org.

Street address: 123 Main Street

City: Washington State/Prov: DC Zip: 20001 Country: USA

Phone: 202-555-1234 Fax: 202-555-5678 Website: http://laces.asla.org

Primary contact:

Name: Jane Smith Position: Education Programs Manager

Phone: 202-555-1234 Email: jane.smith@fake.com Email Confirm: jane.smith@fake.com

Fax: \_\_\_\_\_ Password: Password Password Confirm: Password

Explain the nature and mission of your organization:

*The mission of Fake Sample Org is to lead, educate, and to participate in the careful stewardship, wise planning, and artful design of our cultural and natural environments.*

Check below the statement that describes your organization:

Legally constituted organization – manufacturer, service group, firm, other:

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Regionally or nationally accredited school, college, or university – list accrediting agency below:

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Professional association or other not-for-profit or nonprofit organization

Federal     State     Local government agency

**Criterion 1. Registered courses must adhere to the LA CES definition of continuing professional education: “Continuing professional education consists of learning experiences that enhance and expand the skills, knowledge, and abilities of practicing landscape architects to remain current and render competent professional service to clients and the public.”**

1.1 Does your organization understand the LA CES definition of continuing professional education and agree to offer courses for landscape architects that meet this definition?

Yes     No

**Criterion 2. Registered courses must specify whether the primary subject matter qualifies as meeting the LA CES health, safety, and welfare (HSW) definition. Seventy-five (75) percent of the course material must qualify under this definition for courses to be identified as meeting the LA CES health, safety, and welfare standard. (Learn more about determining the HSW classification.)**

2.1 Are courses offered by your organization designated as meeting the LA CES definition of health, safety, and welfare?

Yes     No

2.2 If you answered “no” to question 2.1, does your organization agree to designate registered courses as meeting the LA CES health, safety, and welfare definition?

Yes     No

**Criterion 3. Registered courses must comply with LA CES guidelines in the assignment of professional development hours (PDH). All courses must be at least 1 PDH in length. (Learn more about calculating PDH. Learn more about distance education requirements.)**

3.1 Does your organization follow LA CES guidelines in assigning professional development hours to registered courses?

Yes     No

3.2 If you answered “no” to question 3.1, does your organization agree to follow LA CES guidelines in assigning professional development hours to its registered courses?



Yes  No

**Criterion 4.** Registered courses must be planned in response to the learning needs of target audiences and include clear and concise written statements of learning objectives/outcomes. Providers are required to include a minimum of three learning objectives/outcomes for each course.

4.1 Briefly explain below how your organization determines which courses to offer for landscape architects:

*Example: Courses are submitted during an annual call for abstracts and reviewed by a committee / staff to ensure that content is appropriate for the landscape architecture audience. Or: Feedback is collected via online forms, by sales reps, and at tradeshow. The feedback is translated into courses that address those issues and reviewed for relevance by staff/ committee.*

4.2 Does your organization use an organized and systematic process for identifying the professional development needs of landscape architects?

Yes  No

4.3 Describe below any procedures, surveys, or materials that your organization uses to identify the educational needs of landscape architects (samples may be requested by the Application Review Committee):

*Describe here what contact your org. has with the landscape architecture community, in order to ensure that your courses will meet their professional development needs. This can take the form of surveys, attending industry events, committees, focus groups, etc.*

4.4 Learning objectives/outcomes are written statements of what participants are expected to accomplish as a result of the course. Does your organization develop written learning objectives/outcomes? Check the most appropriate choice below.

Always  Sometimes  Never

4.5 If you answered "always" or "sometimes" to question 4.4, provide examples of learning objectives/outcomes for two (2) different courses your organization has sponsored. A minimum of three (3) learning objectives/outcomes is required for each course:

*Example: Review key steps in transforming three rivers (history, approach, stakeholders, partnerships, funding).  
Learn strategies for promoting public health and sustainable water management while mitigating climate change.  
Explore methods for promoting stewardship and raising awareness of environmental issues through recalibrating urban rivers.*

*Example: Gain knowledge of the diversity and value of natural areas on the NYC waterfront.  
Learn about results documenting ecological and social research within these natural areas.  
Review coastal wetland designs to examine unique strategies implemented at different sites.*

4.6 If you answered "never" to question 4.4, does your organization agree to develop written learning objectives/outcomes for all programs submitted to LA CES?

Yes  No

4.7 Submit in the spaces provided below example learning outcomes (you may use one of the examples provided in question 4.5), course outline, and seventy-five-to-one-hundred (75-100) word description of a course:

*Example: Learn to apply woodland patterns and processes in all aspects of woodland design and planting.  
See how to use plant behavior, reproduction, and longevity when designing, installing, and managing woodlands of varying scales.  
Discuss how to design for anticipated management practices in woodlands.*

*Much of contemporary planting design and restoration focuses on meadow- and savanna-inspired solutions. Techniques for establishing these types of habitats, however, do not necessarily work for woodland projects. Join us as we discuss principles and practices essential to designing, establishing, and managing woodland plantings at varying scales.*

*I. Introduction: challenges to woodland design and restoration (physical, temporal, contextual, and scale challenges)  
II. Principles for woodland design and restoration (archetypal woodland landscapes, plant roles, adaptations, behaviors)  
III. Woodland design and restoration strategies (layer compatible species, seed v. container grown plants, design for succession)  
IV. Concluding remarks and Q&A*

**Criterion 5.** Registered courses must use qualified instructional personnel in course development and delivery; include content and instructional methods that are appropriate for the intended learning objectives/outcomes; and use materials that do not contain proprietary information, are educational and generic in nature, and serve to reinforce the learning objectives. Course instructors should have experience, knowledge, and credentials relevant to the course they are teaching. The instructor should not act as a salesperson to promote any products or services. All course content and materials must be educational, and may not be commercial. The promotion or discussion of proprietary information is strictly forbidden during the course.



5.1 How does your organization determine the appropriate qualifications for personnel who develop courses:

*Example: ORGANIZATION solicits subject matter experts (SMEs) to develop course materials. SMEs are determined based on their previous courses/publications, years in the field, certifications, and references/recommendations. SMEs may include professors, firm principals, leaders in their field, or consultants with a specific design specialty.*

5.2 How does your organization determine and evaluate the appropriate qualifications for personnel who deliver courses:

*Example: Each course instructor must provide a bio, which staff / committee reviews to determine whether their professional qualifications are appropriate, based on their education, professional experience, and references. Feedback is also collected from attendees to determine whether they are effective presenters.*

5.3 Does your organization evaluate courses to ensure that program content and instructional methods are appropriate for the intended learning objectives/outcomes?

Yes       No

5.4 If you answered “yes” to question 5.3, please list below any procedures, surveys, and/or other evaluation instruments your organization uses to ensure that program content and instructional methods are appropriate for the intended learning objectives/outcomes (samples may be requested by the Application Review Committee):

*This is a requirement. If you do not already have a process in place, please describe what you plan to implement.  
Example: Course evaluations are reviewed by programming staff / education committee on a weekly / monthly / quarterly basis. Adjustments are made to the content of our courses based on this feedback.*

5.5 Does your organization follow LA CES criteria to use only materials that do not contain proprietary information?

Yes       No

**Criterion 6. Registered courses must include a mechanism for assessing participant attainment of the learning objectives/outcomes.**

6.1 How does your organization assess participant attainment of the learning objectives:

*Example: Every course will include Q&A time at the end, and the instructor will include questions to the audience throughout the course to ensure that attendees are grasping concepts. Or: Surveys are distributed to all attendees to assess the quality of instruction and content. Or: Quizzes are administered to ensure that participants have achieved mastery of the material.*

**Criterion 7. Registered courses must be evaluated by participants and issue a confirmation and verification of completion for each participant who completes a course. (Download a model evaluation form and download a sample certificate of completion.)**

7.1 Are courses offered by your organization evaluated by the participants?

Yes       No       Sometimes

7.2 Does your organization evaluate its programs in ways other than by participants?

Yes       No       Sometimes

7.3 If you answered “yes” or “sometimes” to question 7.2, please explain the methods you use:

*Example: Presentations are quarterly / annually reviewed by staff / committees to assure that they remain current and technically valid  
Or: Relevant committee members / staff monitor a few sessions and submits to give us feedback on the content and instruction.  
Or: Survey results are discussed by senior staff monthly / quarterly to address issues and ensure high quality programs.*

7.4 Does your organization provide certificates of completion to each individual who satisfactorily completes a course? (Samples may be requested by the Application Review Committee.)

Yes       No

7.5 If you answered “no” to question 7.4, how does your organization provide confirmation of attendance to participants:

**Criterion 8. Registered courses must maintain complete attendance records that are available to participants on request for a minimum of six (6) years and have a review process in operation that ensures that LA CES criteria are met. Attendance records must be reported on the LA CES website within twenty (20) days of the completion of the event using the template provided. In addition, approved providers must keep copies of all course materials for a minimum of six (6) years. In jointly sponsored programs the responsibility for attendance records, ensuring the criteria are met, and retention of course materials rests with the organization**



issuing the professional development hours.

8.1 Does your organization agree to maintain complete attendance records for registered courses with confirmations available to participants on request for a minimum of six (6) years, and to submit records to LA CES within twenty (20) business days?

Yes       No

8.2 Describe your organization's recordkeeping system for participant records:

*Example: Attendance is monitored through RFID tracking / sign-in sheets. Electronic / paper attendance records are maintained on a shared network / in an organizational database system / backup server.*

8.3 Does your organization have an internal review process currently in operation that ensures the LA CES criteria are met for each program? (An internal review process should indicate the roles and responsibilities of individuals who are knowledgeable of the LA CES criteria and review each program for compliance with the criteria.)

Yes       No

8.4 If you answered "yes" to question 8.3, please insert any written policy or describe your organization's criteria review process below:

*Example: Staff / committee members review all instructor qualifications, course material, sign-in information, and post-event record keeping for courses submitted for adherence to the established guidelines including learning objectives, PDH calculation, etc.*

8.5 If you answered "no" to question 8.3, does your organization agree to develop an internal review process?

Yes       No

8.6 Does your organization agree to keep all course materials for a minimum of six (6) years? (Copies of these materials may be requested by the LA CES Monitoring Committee or state licensure boards.)

Yes       No

### LA CES™ Approved Provider Agreement

As an applicant our organization agrees to:

1. Provide accurate and truthful information to LA CES in all transactions to the best of our knowledge.
2. Conduct our operations and programs in an ethical manner that respects the rights and worth of the professionals we serve.
3. Provide full and accurate disclosure of information about our programs, services, and fees in our promotional materials.
4. Use only the LA CES approved statement of provider recognition on our promotional and educational materials, with the understanding that participation in the LA CES program does not automatically qualify courses as meeting any state continuing education regulations as this decision rests with the state.
5. Only identify courses registered with LA CES as being recognized by LA CES.
6. Report to LA CES any major organizational or program changes within thirty (30) days that impact the operation of the administrative unit on which provider qualifications are based.
7. Accept LA CES monitoring of any programs we provide for purposes of compliance with the criteria.
8. Furnish requested information, work cooperatively with LA CES, and pay fees on a timely basis.
9. Operate within the LA CES criteria and the terms of this agreement or relinquish our approval status after due process.
10. On notification from LA CES, abide by any revisions of the criteria or inform LA CES of our intention to withdraw.

Name of organization: \_\_\_\_\_

agrees to abide by all of the foregoing terms and conditions and affirms that the information contained in this application is true to the best of my knowledge.

Primary Contact:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_