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**Rules of  
Department of Insurance,  
Financial Institutions and  
Professional Registration**

**Division 2030—Missouri Board for Architects,  
Professional Engineers, Professional Land Surveyors,  
and Professional Landscape Architects  
Chapter 11—Renewals**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION**

**Division 2030—Missouri Board for  
Architects, Professional Engineers,  
Professional Land Surveyors, and  
Professional Landscape Architects  
Chapter 11—Renewals**

**20 CSR 2030-11.010 Renewal Period**

*PURPOSE: This rule establishes the licensing period for the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects and establishes the information required to keep the records of the board current.*

(1) The license issued to every architect, professional engineer, professional land surveyor, and professional landscape architect in Missouri shall be renewed biennially. Licenses originally issued in an odd numbered year renew by December 31 of each odd numbered year. Licenses originally issued in an even numbered year renew by December 31 of each even numbered year.

(2) The certificates of authority issued to corporations authorized to offer architectural, engineering, land surveying, and landscape architectural services in Missouri shall be renewed biennially. Certificates of authority originally issued in an odd numbered year renew by December 31 of each odd numbered year. Certificates of authority originally issued in an even numbered year renew by December 31 of each even numbered year.

(3) Each renewal application from every architect, professional engineer, professional land surveyor, and professional landscape architect in Missouri shall be accompanied by the following information, in addition to any other information the board may require:

- (A) Name; and
- (B) Address.

(4) Each person holding a license and each corporation holding a certificate of authority to practice architecture, professional engineering, professional land surveying, and professional landscape architecture in Missouri shall file, in writing, their proper and current mailing address of record with the board at its office in Jefferson City and immediately notify the board, in writing, at its office of any changes of mailing address, giving both the old and the new addresses.

(5) Failure to receive an application for renewal of a license or certificate of authority shall not relieve the licensee or certificate holder from their duty to timely renew, nor relieve them from the obligation to pay any additional fee(s) necessitated by any late renewal.

(6) The licensee may renew his/her license or certificate of authority within three (3) months from the license renewal date without penalty. A license or certificate not renewed within three (3) months of the license renewal date automatically expires on the renewal date and becomes void. The holder of the expired license or certificate loses any rights or privileges under such license, but may within the discretion of the board, and upon payment of the required fee, be relicensed or reauthorized under the licensee's original license number.

*AUTHORITY: sections 327.011, 327.041, 327.171, 327.261, 327.351, and 327.621, RSMo 2016.\* This rule originally filed as 4 CSR 30-11.010. Emergency rule filed Sept. 14, 1981, effective Sept. 24, 1981, expired Jan. 22, 1982. Original rule filed Sept. 14, 1981, effective Dec. 11, 1981. Amended: Filed Feb. 4, 1992, effective June 25, 1992. Amended: Filed Oct. 3, 1995, effective April 30, 1996. Rescinded and readopted: Filed June 15, 2001, effective Jan. 30, 2002. Amended: Filed Oct. 30, 2002, effective April 30, 2003. Amended: Filed Dec. 1, 2005, effective June 30, 2006. Moved to 20 CSR 2030-11.010, effective Aug. 28, 2006. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 327.011, RSMo 1969, amended 1981, 1986, 1999, 2001, 2007, 2014; 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014; 327.171, RSMo 1969, amended 1981, 1989, 1999, 2014; 327.261, RSMo 1969, amended 1981, 1989, 1999, 2014; 327.351, RSMo 1969, amended 1981, 1983, 1989, 1993, 1999, 2010, 2014; and 327.621, RSMo 1989, amended 2001, 2007, 2014.*

**20 CSR 2030-11.015 Continuing Professional Competency for Professional Engineers**

*PURPOSE: The continuing professional competency (continuing education) requirement is to demonstrate a continuing level of competency for professional engineers.*

(1) Purpose.

(A) Renewal of an engineering license issued pursuant to section 327.261, RSMo, may only be granted to a licensee who has successfully completed thirty (30) profession-

al development hours, as defined by this regulation, within the two (2) immediately-preceding years (renewal period). Any licensee who completes more than thirty (30) professional development hours within the preceding two (2) calendar years may apply the excess, not to exceed fifteen (15) hours, to the requirement for the next two- (2-) year period.

(B) Continuing professional competency (continuing education) is a requirement for every professional engineer licensed by the board, regardless of age, area of practice, or whether the licensee lives in-state or out-of-state pursuant to section 327.271, RSMo.

(C) Continuing professional competency obtained by a licensee should maintain, improve, or expand skills and knowledge obtained for initial licensure or develop skills and knowledge relevant to the practice of professional engineering.

(D) If the licensee served honorably on full-time active duty in the military, the licensee may renew his/her license without completing the PDH requirement for the renewal period during which the licensee served.

(E) A professional engineer who holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure need not report professional development hours at the first license renewal.

(2) Definitions.

(A) Board. The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.

(B) Continuing education unit (CEU). Unit customarily used for continuing education courses. One (1) CEU equals ten (10) nominal contact hours of class in an approved continuing education course.

(C) Professional development hour (PDH). One (1) nominal contact hour of instruction or presentation. The common denominator for other units of credit.

(D) Professional engineering division. The four- (4-) member division of the board that concerns itself with the profession of engineering.

(E) Sponsor. An individual, organization, association, institution, or other entity that provides an educational activity for the purpose of fulfilling the professional development requirements of the board. The sponsor is responsible for providing the attendees with verification records.

(3) Activities. All such activities must be relevant to the practice of engineering and may include technical, ethical, or managerial



content. Professional development activities satisfying these requirements include, but are not limited to:

(A) Successfully completing college or university courses;

(B) Successfully completing courses that are awarded CEU(s);

(C) Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses, or in-house corporate sponsored educational courses. A correspondence course must require the participant to show evidence of achievement with a final graded test;

(D) Attending program presentations at related technical or professional meetings. PDHs are awarded only for those portions of the meeting that meet the requirements of this rule. Licensees serving as an officer or actively participating in a committee of the technical professional society or organization may earn a maximum of two (2) PDHs annually per organization. PDH credits are not earned until the end of each year of service is completed;

(E) Contact hours spent in professional service to the public that draws upon the licensee's professional expertise on boards or commissions, such as: serving on planning commissions, park boards, city council, county commissions, or state registration boards may earn a maximum of two (2) PDHs annually per organization. PDH credits are not earned until the end of each year of service is completed;

(F) Teaching or instructing (see subsections (3)(A)-(D)). College or university faculty may not claim credit for teaching regular curriculum courses; and

(G) Authoring papers or articles that appear in nationally circulated technical journals or trade magazines.

(4) Criteria. Professional development activities must meet the following criteria:

(A) There is a clear purpose and objective for each activity that will maintain, improve, or expand skills and knowledge obtained prior to initial licensure or develop new and relevant skills and knowledge;

(B) The content of each presentation is well organized and presented in a sequential manner;

(C) There is evidence of preplanning that should include the opportunity for input by the target group to be served;

(D) The presentation will be made by persons who are well qualified by education and experience; and

(E) There is a provision for individual participant registration that will include informa-

tion required for record keeping and reporting.

(5) Units. The conversion to PDHs from other units is as follows:

(A) One (1) semester hour of college credit 30 PDH;

(B) One-quarter (1/4) hour of college credit 20 PDH;

(C) One (1) CEU and 10 PDH;

(D) One (1) nominal contact hour of acceptable professional development education 1 PDH.

(6) Credits. PDHs of credit for qualifying courses successfully completed that offer semester hour, quarter hour, or CEU credit is as specified in this rule. All other activities permit the earning of one (1) PDH of credit for each contact hour with the following exceptions:

(A) Auditing or "hearing" of university or college courses permit PDH credit of one-third (1/3) as shown in section (5);

(B) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings or conventions earn PDH credit at twice that of participants;

(C) Five (5) PDHs are earned for a paper or article that is published in a nationally circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. PDHs earned for authoring a paper or article are limited to ten (10) PDHs per two- (2-) year renewal period;

(D) A one- (1-) time award of ten (10) PDHs will be granted for obtaining a work-related patent within the renewal period; and

(E) Notwithstanding the provisions above, PDHs will only be awarded for the first occurrence of attending or teaching a qualifying course or seminar per every two- (2-) year renewal period.

(7) Reciprocity. PDHs may be acquired at locations other than Missouri, so long as the content meets the requirements of this regulation.

(8) Forms. All renewal applications will require the completion of a continuing education form specified and supplied by the board. The licensee must certify and sign the form and submit it with the renewal application and fee.

(9) Records. The responsibility of maintaining records that can be used to support credits claimed is the responsibility of the licensee. Records required include, but are not limited to: 1) a log showing the type of activity

claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned; and 2) attendance verification records in the form of completion certificates which identify the participant by name, signed attendance receipts, a copy of a listing of attendees signed by a person in responsible charge, or other documents supporting evidence of attendance. These records must be maintained for a period of four (4) years and copies must be furnished to the board for audit verification purposes if requested. If these records get lost or destroyed the licensee must inform the board, in writing, within thirty (30) days. At its discretion, the board may randomly audit a portion of licensees each renewal period or a specific licensee if a complaint has been filed against the licensee.

(10) Disallowance. If audited, the board will review all claimed PDH credits for compliance with the regulation. If in the review the board finds that the PDH credit is not acceptable, the board shall inform the licensee of the criteria that has not been adhered to. The licensee may, within three (3) months from the license renewal date, substantiate the original claim or earn other credits to meet the minimum requirements.

*AUTHORITY: sections 327.031, 327.041, and 327.261, RSMo 2016.\* This rule originally filed as 4 CSR 30-11.015. Original rule filed Nov. 1, 2001, effective June 30, 2002. Moved to 20 CSR 2030-11.015, effective Aug. 28, 2006. Amended: Filed Oct. 16, 2006, effective April 30, 2007. Amended: Filed Feb. 22, 2008, effective Aug. 30, 2008. Amended: Filed Aug. 11, 2008, effective Jan. 30, 2009. Amended: Filed Nov. 1, 2011, effective May 30, 2012. Amended: Filed July 26, 2012, effective Jan. 30, 2013. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 327.031, RSMo 1969, amended 1981, 1986, 1988, 1997, 1999, 2001, 2010, 2014; 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014; and 327.261, RSMo 1969, amended 1981, 1989, 1999, 2014.*

**20 CSR 2030-11.020 Professional Land Surveyor—Renewal and Reactivation of Licensure**

*PURPOSE: This rule clarifies the requirements and conditions for renewing and reactivating a professional land surveyor's certificate of licensure.*



(1) Licenses not renewed on or before the renewal date become non-current and subject to the provisions of section 327.351, RSMo. No person is entitled to practice as a professional land surveyor unless he/she holds a current and active license.

(2) In order to renew a license, the licensee must:

(A) Submit a completed renewal application form furnished by the board; and

(B) Pay the required fee; provided however, no fee need be paid by a licensee who is at least seventy-five (75) years of age at the time the renewal is due; and

(C) Submit a completed Professional Development Unit (“PDU”) form furnished by the board verifying that the licensee has completed at least twenty (20) PDUs during the preceding two (2) calendar years unless otherwise exempted.

(3) Licensees, who so attest on their renewal that they are retired from active practice or are not engaged in the active practice of land surveying, may place their license in an inactive status pursuant to section 327.351.5, RSMo. Those doing so cannot practice but can still retain the title of professional land surveyor and use the letters “PLS” behind their name. Such professional land surveyor may, however, reenter practice only after paying the required fee and satisfying the board of their proficiency. Proficiency may be established by any one (1) of the following:

(A) Completes the PDU requirements as described in board rule 20 CSR 2030-8.020; or

(B) Successfully completes the Missouri Specific Examination for professional land surveyors pursuant to section 327.351.6(2), RSMo.

*AUTHORITY: section 327.041, RSMo 2016.\* This rule originally filed as 4 CSR 30-11.020. Original rule filed June 15, 2001, effective Jan. 30, 2002. Moved to 20 CSR 2030-11.020, effective Aug. 28, 2006. Amended: Filed June 14, 2007, effective Dec. 30, 2007. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014.*

## 20 CSR 2030-11.025 Continuing Education for Architects

*PURPOSE: The continuing education requirement is to demonstrate a continuing level of*

*competency for architects.*

(1) Purpose.

(A) Renewal of an architectural license issued pursuant to section 327.171, RSMo may only be granted to a licensee who has successfully completed twenty-four (24) continuing education units (CEUs), as defined by this regulation and the American Institute of Architects (AIA), within the two (2) years immediately preceding the renewal date or be exempt from these continuing education requirements as provided in this rule. At least sixteen (16) CEUs shall be related to health, safety, and welfare (HSW) acquired in structured educational activities. All twenty-four (24) hours may be acquired in such HSW subjects and activities. Failure to comply with these requirements will result in nonrenewal of the architect’s license or other disciplinary action or both unless noted below. Any licensee who completes more than twenty-four (24) CEUs within the preceding two (2) calendar years may apply the excess, not to exceed twelve (12) units, to the requirement for the next two- (2-) year period.

(B) Continuing education is a requirement for every architect who is actively licensed by the board, regardless of age, area of practice, or whether the licensee lives in-state or out-of-state pursuant to section 327.171, RSMo.

(C) Continuing education obtained by a licensee should maintain, improve or expand skills and knowledge obtained for initial licensure, or to develop skills and knowledge relevant to the practice of architecture and necessary to safeguard life, health, property and promote the public welfare.

(2) Definitions.

(A) Architectural Division. The three (3)-member division of the board that concerns itself with the profession of architecture.

(B) Board. The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.

(C) Contact hour. One (1) nominal contact hour of acceptable continuing education is equivalent to one (1) CEU.

(D) Continuing education unit (CEU). One (1) nominal contact hour of instruction or presentation. One (1) CEU represents a minimum of fifty (50) minutes of actual course time. No credit will be allowed for introductory remarks, meals, breaks, or administrative matters related to courses of study.

(E) Sponsor. An individual, organization, association, institution, or other entity that provides an educational activity for the purpose of fulfilling the continuing education requirements of the board. The sponsor is

responsible for providing the attendees with verification records.

(3) Initial Registration.

(A) An architect who holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure, need not report continuing education hours at the first license renewal.

(4) Activities.

(A) The following suggested list may be used by all licensed architects in determining the types of activities that may fulfill continuing education requirements:

1. Contact hours in attendance at short courses or seminars, dealing with architectural or engineering subjects, as appropriate, to each discipline and sponsored by colleges or universities;

2. Contact hours in attendance at technical presentations on subjects which are held in conjunction with conventions or at seminars related to materials use and function. Such presentations as those sponsored by the National Council of Architectural Registration Boards, American Institute of Architects (AIA), Construction Specifications Institute, Construction Products Manufacturers Council, or similar organizations devoted to architectural or engineering education may qualify. CEUs are awarded only for those portions of the meeting that meet the requirements of this rule. Licensees serving as an officer or actively participating in a committee of the technical professional society or organization may earn a maximum of two (2) CEUs annually per organization. CEU credits are not earned until the end of each year of service is completed;

3. Contact hours in attendance at short courses, seminars, tutorials, workshops, correspondence courses, televised or videotaped courses, or in-house corporate sponsored educational courses relating to business practice or new technology and offered by colleges, universities, professional organizations, or system suppliers. A correspondence course must require the participant to show evidence of achievement with a final graded test;

4. Contact hours spent in self-study courses sponsored by the National Council of Architectural Registration Boards, AIA, or similar organizations. Credit will be given for self-study courses only if an examination has been completed by the licensee and graded by the sponsor;

5. Three (3) units preparing for each class hour spent teaching architectural courses or seminars. Credit is allowed for first occurrence of teaching course or seminar per two- (2-) year renewal period. College or university



faculty may not claim credit for teaching regular curriculum courses;

6. Contact hours spent in architectural research, which is published or formally presented to the profession or public. Five (5) CEUs are earned for a paper or article that is published in a nationally circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. CEUs earned for authoring a paper or article are limited to ten (10) CEUs per two- (2-) year renewal period;

7. College or university credit courses dealing with architectural subjects or business practice. Each semester hour equals fifteen (15) CEUs;

8. Contact hours spent in professional service to the public that draws upon the licensee's professional expertise on boards or commissions, such as: serving on planning commissions, building code advisory boards, urban renewal boards, code study committees, or as a mentor or sponsor for the Architectural Experience Program (AXP), may earn a maximum of two (2) CEUs annually per organization. CEU credits are not earned until the end of each year of service is completed;

9. Contact hours spent in education tours of architecturally significant buildings, where the tour is sponsored by a college, university, or professional organization, may earn a maximum of two (2) CEUs annually; or

10. A one- (1-) time award of ten (10) CEUs will be granted for obtaining a work related patent within the renewal period.

(5) Exemptions.

(A) A licensed architect may comply with the foregoing continuing education requirements if the architect attests in the required renewal that for not less than twenty-one (21) months of the preceding two- (2-) year period of licensure, the architect is a government employee working as an architect and assigned to duty outside the United States.

(B) If the licensee served on full-time active duty in the military the licensee may renew his/her license without completing the CEU requirement for the renewal period during which the licensee served.

(6) Reactivation—Retired or Inactive.

(A) Architects, who so attest on their renewal that they are retired from active practice or are not engaged in the active practice of architecture, may place their license in an inactive status pursuant to section 327.172.1, RSMo. Those doing so cannot practice but can still retain the title of architect. Such architect may, however, reenter practice only after paying the required fee and satisfying the board of their proficiency. Proficiency

may be established by any one (1) of the following:

1. Submitting verifiable evidence of compliance with the aggregate continuing education requirements for the reporting periods attested as retired from active practice or not engaged in active practice; or

2. Retake the architectural examination; or

3. Fulfill alternative reentry requirements determined by the board, which serve to assure the board of the current competency of the architect to engage in the practice of architecture.

(7) Reciprocity.

(A) CEUs may be acquired at locations other than Missouri, so long as the content meets the requirements of this regulation.

(8) Forms.

(A) All renewal applications will require the submission of a continuing education form specified and supplied by the board. The licensee must certify and complete the attestation on the form, before submitting it with the renewal application and fee. Failure to fulfill the continuing education requirements, or file the required reporting form, properly and completely signed, shall result in nonrenewal of a licensee's license.

(9) Records.

(A) The responsibility of maintaining records, which can be used to support credits claimed, is the responsibility of the licensee. Records required include but are not limited to: 1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and CEU credits earned; and 2) attendance verification records in the form of completion certificates which identify the participant by name, signed attendance receipts, a copy of a listing of attendees signed by a person in responsible charge, a copy of the AIA/CES reporting form prescribed by the AIA, or other documents supporting evidence of attendance. Each architect shall complete and submit the required reporting form certifying that he/she has acquired the required continuing education hours. These records must be maintained for a period of four (4) years and copies must be furnished to the board for audit verification purposes, if requested. If these records get lost or destroyed the licensee must inform the board, in writing, within thirty (30) days. At its discretion, the board may randomly audit a portion of licensees each renewal period or a specific licensee if a complaint has been filed against the licensee. Any untrue or false statements

or the use thereof with respect to course attendance or any other aspect of continuing education activity is fraud or misrepresentation and will subject the architect to license revocation or other disciplinary action. If audited and the board finds that the CEU is not acceptable, the board shall inform the licensee of the criteria that has not been adhered to. Within three (3) months from the license renewal date, the licensee may substantiate the original claim or earn other credits to meet the minimum requirements.

*AUTHORITY: sections 41.946, 327.041, and 327.171, RSMo 2016.\* This rule originally filed as 4 CSR 30-11.025. Original rule filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2030-11.025, effective Aug. 28, 2006. Amended: Filed Oct. 16, 2006, effective April 30, 2007. Amended: Filed Aug. 11, 2008, effective June 30, 2009. Amended: Filed April 3, 2009, effective Sept. 30, 2009. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 41.946, RSMo 1991; 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014; and 327.171, RSMo 1969, amended 1981, 1989, 1999, 2014.*

**20 CSR 2030-11.030 Professional Engineer Renewal and Reactivation of Licensure**

*PURPOSE: This rule clarifies the requirements and conditions for renewing and reactivating a professional engineer's certificate of licensure.*

(1) Licenses not renewed on or before the renewal date become non-current and subject to the provisions of section 327.261, RSMo. No person is entitled to practice as a professional engineer unless he/she holds a current and active license.

(2) In order to renew a license, the licensee must:

(A) Submit a completed renewal application form furnished by the board;

(B) Pay the required fee; provided however, a licensee who is at least seventy-five (75) years of age at the time the renewal is due need not pay any fee; and

(C) Submit a completed Professional Development Hour (PDH) form furnished by the board verifying that the licensee has completed at least thirty (30) PDHs during the preceding two (2) calendar years unless otherwise exempted.

(3) Licensees, who so attest on their renewal



that they are retired from active practice or are not engaged in the active practice of engineering, may place their license in an inactive status pursuant to section 327.271.1, RSMo. Those doing so cannot practice but can still retain the title of professional engineer and use the letters “PE” behind their name. Such professional engineer may, however, reenter practice only after he/she pays the required fee and in addition, completes thirty (30) Professional Development Hours within the two (2) years immediately prior to the date of reactivation.

*AUTHORITY: sections 327.041, 327.261, and 327.271.1, RSMo 2016.\* This rule originally filed as 4 CSR 30-11.030. Original rule filed Dec. 9, 2002, effective June 30, 2003. Moved to 20 CSR 2030-11.030, effective Aug. 28, 2006. Amended: Filed June 14, 2007, effective Dec. 30, 2007. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015. Amended: Filed March 20, 2018, effective Sept. 30, 2018.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014; 327.261, RSMo 1969, amended 1981, 1989, 1999, 2014; and 327.271, RSMo 1999, 2014.*

## 20 CSR 2030-11.035 Continuing Education for Professional Landscape Architects

*PURPOSE: Pursuant to Senate Bill 72 of the 94th General Assembly, this rule establishes continuing education requirements for professional landscape architects.*

### (1) Purpose.

(A) Renewal of a professional landscape architectural license issued pursuant to section 327.621, RSMo, may only be granted to a licensee who has successfully completed twenty-four (24) continuing education units (CEUs), as defined by this regulation within the two (2) years immediately preceding the renewal date or be exempt from these continuing education requirements as provided in this rule.

1. At least sixteen (16) CEUs shall be related to health, safety, and welfare (HSW) acquired in structured educational activities. All twenty-four (24) units may be acquired in such HSW subjects and activities. Failure to comply with these requirements will result in nonrenewal of the professional landscape architect’s license or other disciplinary action or both unless noted below.

2. Any licensee who completes more than twenty-four (24) CEUs within the preceding two (2) calendar years may apply the excess, not to exceed twelve (12) units, to the

requirement for the next two- (2-) year period.

(B) Continuing education is a requirement for every professional landscape architect who is actively licensed by the board, regardless of age, area of practice, or whether the licensee lives in-state or out-of-state pursuant to section 327.621, RSMo.

(C) Continuing education obtained by a licensee should maintain, improve, or expand skills and knowledge obtained for initial licensure or develop skills and knowledge relevant to the practice of landscape architecture and necessary to safeguard life, health, property, and promote the public welfare.

### (2) Definitions.

(A) Professional Landscape Architectural Division. The three- (3-) member division of the board that concerns itself with the profession of landscape architecture.

(B) Board. The Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.

(C) Contact hour. One (1) nominal contact hour of acceptable continuing education is equivalent to one (1) CEU.

(D) Continuing education unit (CEU). One (1) nominal contact hour of instruction or presentation. One (1) CEU represents a minimum of fifty (50) minutes of actual course time. No credit will be allowed for introductory remarks, meals, breaks, or administrative matters related to courses of study.

(E) Sponsor. An individual, organization, association, institution, or other entity that provides an educational activity for the purpose of fulfilling the continuing education requirements of the board. The sponsor is responsible for providing the attendees with verification records.

### (3) Initial Registration.

(A) A professional landscape architect who holds licensure in Missouri for less than twelve (12) months from the date of his/her initial licensure need not report continuing education hours at the first license renewal.

### (4) Activities.

(A) The following suggested list may be used by all professional licensed landscape architects in determining the types of activities that may fulfill continuing education requirements:

1. Contact hours in attendance at short courses or seminars, dealing with landscape architectural, architectural, engineering, or land surveying subjects, as appropriate to each discipline and sponsored by colleges or universities;

2. Contact hours in attendance at technical presentations on subjects which are held in conjunction with conventions or at seminars related to materials use and function. Such presentations as those sponsored by the Council of Landscape Architectural Registration Boards (CLARB), American Society of Landscape Architects (ASLA), or similar organizations devoted to landscape architectural, architectural, engineering, or land surveying education may qualify. CEUs are awarded only for those portions of the meeting that meet the requirements of this rule. Licensees serving as an officer or actively participating in a committee of the technical professional society or organization may earn a maximum of two (2) CEUs annually per organization. CEU credits are not earned until the end of each year of service is completed;

3. Contact hours in attendance at short courses seminars, tutorials, workshops, correspondence courses, televised or videotaped courses, or in-house corporate sponsored educational courses relating to business practice or new technology and offered by colleges, universities, professional organizations, or system suppliers. A correspondence course must require the participant to show evidence of achievement with a final graded test;

4. Contact hours spent in self-study courses sponsored by the CLARB, ASLA, or similar organizations. Credit will be given for self-study courses only if an examination has been completed by the licensee and graded by the sponsor;

5. Three (3) units preparing for each class hour spent teaching landscape architectural courses or seminars. Credit is allowed for first occurrence of teaching course or seminar per two- (2-) year renewal period. College or university faculty may not claim credit for teaching regular curriculum courses;

6. Contact hours spent in landscape architectural research, which is published or formally presented to the profession or public. Five (5) CEUs are earned for a paper or article that is published in a nationally circulated technical journal or trade magazine. Credit cannot be claimed until that article or paper is actually published. CEUs earned for authoring a paper or article are limited to ten (10) CEUs per two- (2-) year renewal period;

7. College or university credit courses dealing with landscape architectural subjects or business practice. Each semester hour equals fifteen (15) CEUs;

8. Contact hours spent in professional service to the public that draws upon the licensee’s professional expertise on boards or commissions, such as: serving on planning commissions, park boards, city council,



county commissions, or state registration boards may earn a maximum of two (2) CEUs annually per organization. CEU credits are not earned until the end of each year of service is completed;

9. Contact hours spent in education tours of landscape architecturally significant projects, where the tour is sponsored by a college, university, or professional organization; or

10. A one- (1-) time award of ten (10) CEUs will be granted for obtaining a work-related patent within the renewal period.

(5) Exemptions.

(A) A licensed professional landscape architect may comply with the foregoing continuing education requirements if the professional landscape architect attests in the required renewal that for not less than twenty-one (21) months of the preceding two- (2-) year period of licensure, the professional landscape architect is a government employee working as a professional landscape architect and assigned to duty outside the United States.

(B) If the licensee served on full-time active duty in the military, the licensee may renew his/her license without completing the CEU requirement for any renewal period during which the licensee served.

(6) Reactivation—Retired or Inactive.

(A) Professional landscape architects, who so attest on their renewal that they are retired from active practice or are not engaged in the active practice of landscape architecture, may place their license in an inactive status pursuant to section 327.622.1, RSMo. Those doing so cannot practice but can still retain the title of professional landscape architect and use the letters “PLA” behind their name. Such professional landscape architect may, however, re-enter practice only after paying the required fee and satisfying the board of their proficiency. Proficiency may be established by any one (1) of the following:

1. Submitting verifiable evidence of compliance with the aggregate continuing education requirements for the reporting periods attested as retired from active practice or not engaged in active practice; or

2. Retake the landscape architectural registration examination; or

3. Fulfill alternative reentry requirements determined by the board, which serve to assure the board of the current competency of the professional landscape architect to engage in the practice of landscape architecture.

(7) Reciprocity.

(A) CEUs may be acquired at locations

other than Missouri, so long as the content meets the requirements of this regulation.

(8) Forms.

(A) All renewal applications will require the submission of a continuing education form specified and supplied by the board. The licensee must certify and complete the attestation on the form, before submitting it with the renewal application and fee. Failure to fulfill the continuing education requirements, or to file the required reporting form, properly and completely signed, shall result in non-renewal of a licensee’s license.

(9) Records.

(A) The responsibility of maintaining records, which can be used to support credits claimed, is the responsibility of the licensee. Records required include but are not limited to: 1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor’s or speaker’s name, and CEU credits earned; and 2) attendance verification records in the form of completion certificates which identify the participant by name, signed attendance receipts, a copy of a listing of attendees signed by a person in responsible charge, or other documents supporting evidence of attendance. Each professional landscape architect shall complete and submit the required reporting form certifying that he/she has acquired the required continuing education hours. These records must be maintained for a period of four (4) years and copies must be furnished to the board for audit verification purposes, if requested. If these records get lost or destroyed the licensee must inform the board, in writing, within thirty (30) days. At its discretion, the board may randomly audit a portion of licensees each renewal period or a specific licensee if a complaint has been filed against the licensee. Any untrue or false statements or the use thereof with respect to course attendance or any other aspect of continuing education activity is fraud or misrepresentation and will subject the professional landscape architect to license revocation or other disciplinary action. If audited and the board finds that the CEU is not acceptable, the board shall inform the licensee of the criteria that has not been adhered to. The licensee may within three (3) months from the license renewal date substantiate the original claim or earn other credits to meet the minimum requirements.

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*\*Original authority: 41.946, RSMo 1991; 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001, 2010, 2014; 327.171, RSMo 1969, amended 1981, 1989, 1999, 2014; and 327.621, RSMo 1989, amended 2001, 2007, 2014.*

*AUTHORITY: sections 41.946, 327.041, 327.171, and 327.621, RSMo 2016. \* Original rule filed Jan. 15, 2008, effective July 30, 2008. Amended: Filed April 3, 2009, effec-*