

## General Information about your Alabama Renewal

Each year, there are questions about certain aspects of the renewal process. Remember, you need 16 hours of CE each year, with at least 8 of those hours directly related to HSW. The remainder can be mixed but needs to be of value to you professionally (see the list of acceptable CE below for help). I hope these notes help answer some questions you may have.

**Carryover:** You cannot claim carryover just because you have more CEU than the required amount. Carryover is allowed after October 15 and ONLY if you have first met the requirement of 16 hours CEU with at least 8 of those hours directly related to HSW. For example: you have 15 hours of CEU and earn an additional 5 hours after October 15. You can carryover 4 hours, if you first satisfy the requirement of having at least 8 hours of HSW. Bottom line: make sure you have 16 hours of CEU, including at least 8 hours of HSW after 10/15 before you start calculating carryover.

**What to do if audited:** It's simple, for the CE you listed on the renewal form or online, just send in the certificates you received after completing the courses you attended. You can scan and email it (preferred) to [landscapeboard@alstateboard.com](mailto:landscapeboard@alstateboard.com), or copy and send to our address at 2777 Zelda Road, Montgomery, AL 36106.

**Acceptable CE:** Examples include seminars or classes in: design, environmental systems, site design, land use analysis, grading and drainage, storm water management, playground safety, erosion control, understanding site and soils analyses, accessibility, building codes, life safety, review of state registration laws including the rules of professional conduct, evaluation and selection of products and materials, cost analysis, construction methods, contract documentation, construction contract administration, construction administration and project management. These can either be self studies via the computer, or with an instructor or seminar leader. Teaching or leading a seminar or course of study is also acceptable.

**Non-acceptable CE:** Non-graded or scripted self guided studies, presentations for projects, project installation, reading magazines, books or articles, self guided research, museum tours and the like. CE is **CONTINUING EDUCATION**, meaning courses or seminars that keep you fresh and up to date on the current issues of the profession and how that directly impacts the Health, Safety and Welfare of your clients and the public.

**New Licensees:** For your first renewal, you are exempt from listing continuing education. However, you still need to renew, either online or by paper, and pay the fee.

Remember, you have until January 31 each year to renew and until **March 15 each year** to renew with a \$50 late fee. After March 15, you'll need to go through the application process again to be licensed. Contact the Board office should you have questions: 334-262-1351 or [Landscapeboard@alstateboard.com](mailto:Landscapeboard@alstateboard.com).