

State of Florida
Department of Business and Professional Regulation
Board of Landscape Architecture
Course Approval Application
Form # DBPR LA BET 2

APPLICATION CHECKLIST - IMPORTANT – Submit all items on the checklist below with your application in order to ensure faster processing.

TRANSACTION	APPLICATION REQUIREMENTS
<p style="text-align: center;"> Landscape Architecture Continuing Education Initial/Renewal Course Approval </p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete this application <input type="checkbox"/> Submit: <ul style="list-style-type: none"> <input type="checkbox"/> A description of the subject or subjects to be covered <input type="checkbox"/> Course outline <input type="checkbox"/> List of reference and source materials/bibliography <input type="checkbox"/> Instructor information <input type="checkbox"/> Total hours of instruction information <input type="checkbox"/> Certificate of completion <input type="checkbox"/> Current course approval letter (renewals only) <p>Note: There is no fee assessed for this transaction.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supporting documentation is not required for providers seeking approval pursuant to Rule 61G10-18.002(4), Florida Administrative Code. However, the completed application form must be submitted.

Please mail your completed application and documentation to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783

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Check the box in Section I and complete the remainder of the application appropriately. If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For additional information see the instructions as the end of this application.

Section I - Application Type

CHECK ONE OF THE APPLICATION TYPES	
<input type="checkbox"/>	Approval of Landscape Architecture Continuing Education Course - Initial (Complete Sections II, III and IV and attach the applicable supporting documentation listed in Section V). [1306/1030]
<input type="checkbox"/>	Approval of Landscape Architecture Continuing Education Course - Renewal (Complete Sections II, III and IV and attach the applicable supporting documentation listed in Section V). [1306/2020]

Section II – Applicant Information - Provider

PROVIDER INFORMATION			
Last/Surname (Provider)	First	Middle	Suffix
Company/Organization Name			
Provider Approval Number			
Course Approval # (If renewal)			

Section III – Course Information

COURSE INFORMATION		
Course Title:		
Number of Continuing Education Credit Hours:		
Course Delivery Method: (pick one only)	Pick one only:	Number of Hours:
<input type="checkbox"/> Distance/Online <input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence	<input type="checkbox"/> Advance Code <input type="checkbox"/> Laws & Rules <input type="checkbox"/> Optional	

Section IV – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p>	
Signature:	Date:
Print Name:	

Section V – Supporting Documentation

Directions: Please attach the following supporting documentation to this application. An application that is not supplemented with the proper supporting documentation is deficient.

PLEASE NOTE: Supporting documentation is not required for providers seeking approval pursuant to Rule 61G10-18.002(4), Florida Administrative Code. However, the completed application form must be submitted.

- 1. A description of the subject or subjects to be covered**
 - a. Attach a description of the subject or subjects that will be covered.
- 2. Course outline**
 - a. Attach a course outline specifying subjects, major topics, and subtopics to be covered in the course. Each subject must also include a narrative summary.
- 3. List of reference and source materials/bibliography**
 - a. Attach a list of all reference and source materials for the course.
- 4. Instructor Information**
 - a. List the instructors and alternative instructors for each course and attach a resume for each.
 - i. The resume for each shall include:
 1. Education history
 2. Any and all qualifying experience
 3. Publications (if applicable)
 4. Other information relative to his or her qualifications to teach the course
- 5. Total hours of instruction**
 - a. Make sure to clearly state in the supplemental documentation the total number of hours of instruction for the course. I.e., how many credit hours will the course be?
- 6. Certificate of completion**
 - a. Attach a copy of the certificate of completion that will be awarded to the course participant upon satisfactory completion of the course. The certificate must contain the following information:
 - i. Course participant's name and license number
 - ii. Course title
 - iii. Course approval number
 1. *[Note: Once a course has been approved by the Department, the applicant will receive an approval letter which, among other things, will state the course's approval number.]*
 - iv. Date completed
 - v. Number of credit hours and subject area
 - vi. Provider name
 - vii. Provider approval number
- 7. Current Approval Letter (Renewals only)**
 - a. Attach a copy of the original course approval letter received from DBPR following the initial approval of the course.

Section V – Instructions and Additional Information

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**

- **Instructions:**
 - Check the box in Section I, complete Sections II, III and IV and attach the documents listed in Section V.
- **Note:**
 - No course may be advertised as an approved course unless it has been approved by the Board of Landscape Architecture.
 - Course approval is valid for a period of two years from date of issuance unless provider approval expires before that date or provider approval is rescinded through disciplinary action by the Board.
 - The provider must work with the licensee to resolve reporting conflicts.