INDIVIDUAL COURSE APPROVAL
FOR
NON-PREAPPROVED COURSES

If you attend a course that is not preapproved you may still obtain CEH Credit if you do the following:

The landscape construction professional may request approval of the program by submitting written documentation before the program date or postmarked **no later than 30 days after the date the program was attended that includes:**

- Name of sponsoring institution, association or organization;
- Topic of the presentation;
- Title of the presentation;
- Outline of the presentation
- Name of instructor or presenter;
- Date of presentation;
- Length of presentation in hours;
- Type of CEH; and
- Number of CEH claimed.
- Signature of the instructor or presenter or official stamp of the sponsor signifying attendance and completion of the course.

The board, after reviewing the submitted documentation, will determine:

- If the program meets the conditions for the CEH requirement; and
- The number of CEH allowed for the program, if any.

The attached form is to be used to submit the information for these courses. Please make sure the form is complete and the documentation accompanies the form. If the course is approved you will receive an approval form for you to keep in your files until you are audited at a future date.

Email the form & documentation to lcb.info@state.or.us, or

Fax to: (503) 378-5950, or

Mail to:

State Landscape Contractors Board
2111 Front St. NE, STE 2-101
Salem, OR 97301