



Continuing Education Hour (CEH) Community Presentation Program for LCB Licensees

PROGRAM GUIDELINES & PURPOSE:

This is a new effort to allow LCB individual licensees to earn CEH credit for providing presentations to community groups, classes, churches, neighborhood associations, fraternal organizations, garden centers, home shows, senior centers and other groups in your local area.

Licensees who follow the process will have the chance to earn 1 hour of CEH for every hour (or 50 minutes) of presentation time as well as 2 hours of preparation time for the first presentation given. Hours can be granted for presentation and question and answer time in 50 minute increments. The LCB will provide some of the information materials as well as give away items for pre-approved presentations. This is a chance to share your technical knowledge, not a chance to market or self promote your business. That may be an outcome of sharing your knowledge and expertise, but should not be the focus or even a topic within your presentation.

The goal of this program is to encourage LCB licensees to share their technical knowledge with local community groups and interested parties. Another goal is to educate citizens about Oregon's landscape licensing requirements. Each presentation must include information about licensing requirements and how to check a license.

Licensees can earn up to 8 of your 16 CEH credits by teaching or presenting. You must be actively licensed with the LCB for at least five years to qualify for teaching credit.

HOW TO ACCESS THE PROGRAM:

Licensees must request pre-approval ***at least 30 days in advance***. The agency will review the request to make sure there hasn't been a recent presentation to the same group by another licensee and will also send out the information materials after your request has been approved.

Complete the Community Presentation Pre-Approval Form at least 30 days in advance. Have the organization's contact person sign the form and then submit the completed form to the agency via U.S. mail, fax or email. Once received and approved, the agency will contact you and then send the program materials via U.S. mail in time for your presentation. If the organization you are requesting to serve has had other presentations by LCB licensees within the past 12 months, be clear that the topics you are covering are different from the previous presentation. The agency reserves the right to deny requests.

WHAT THE LCB WILL PROVIDE:

- Tips for success with your presentation
- Bullet points for your presentation on agency topics
- LCB give away items for the expected number of attendees
- Consumer Guide brochures for the expected number of attendees
- Attendee roster (a completed copy will need to be returned to the agency to approve your credit)
- Evaluation form (these are for your use)
- Pre-addressed return envelope
- Certification of presentation hours form
- Maintenance information flyers

WHAT YOU NEED TO RETURN TO THE AGENCY:

Within 180 days of your presentation, return the following items to the agency in order to receive approval for your credit hours:

- Attendee roster(s)
- Copies of evaluation forms (optional)
- Completed certification of presentation hours form
- Any extra seed packets and Consumer Guide brochures that you won't use for your business

Once all items are received, your CEH credit will be approved and an approval letter will be sent to document your approved time.