



CONTINUING EDUCATION PROGRAM APPROVAL REQUEST

Applicant: _____
Sponsoring Institution/Agency/Organization/Person

Address: _____
Street/PO Box City State/Zip

Phone: _____ Fax: _____

Email: _____

Location of Course (City/State): _____ Presentation Date(s): _____

Title of Course: _____

Subject Area: Business Technical Other

Presentation Length: _____ Hours; Number of hours requested: _____ CEH

One Time Offering

Ongoing (continuously offered-no changes)

Name of Instructor(s)/Presenter(s): _____

Signature of Person Signing Certificate of Completion or Official Stamp:
(If more than one signer, include all signatures)

Signature(s)

Provider
STAMP
(if applicable)

You must attach:

- 1. Outline of presentation/class/program
- 2. Copy of Certificate of Completion signed or stamped as above

Send by Mail, Fax or Email (w/scanned attachments) to:

Landscape Contractors Board
2111 Front St. NE, Ste 2-101
Salem, OR 97301
Fax: (503) 967-6298
Email:
lcb.info@lcb.oregon.gov

LCB OFFICE USE ONLY	
<input type="checkbox"/> Outline Received	<input type="checkbox"/> Completed Certificate
<input type="checkbox"/> Approved	_____ CEH Approved
<input type="checkbox"/> Not Approved	Reviewer: _____

Guidelines for Course Providers

LCB CEH Program

The following items need to be submitted when requesting approval of a course for CEH approval by the LCB at least 30 days in advance of the program presentation:

1. A completed and signed program approval form which can be found on the LCB website:

<http://www.oregon.gov/LCB/docs/continuingeducation/programapprovalformweb.pdf>

2. An outline of the program to be presented which shows the following:

a. Topic(s) covered (OAR 808-040-0040) and type of CEH presented (business, technical, other)

b. Sufficient breakdown to show content of educational material presented in each type of CEH provided (business, technical, other)

c. Time allotment for each part of presentation if divided into different types of CEH

d. Total time of presentation and CEH requested in each type of CEH provided. (50 minutes equals one CEH hour for the LCB)

3. A resume or description of the qualifications of the presenter that demonstrates the presenter is qualified to present the material in the program

4. A copy of a certificate of completion (provided by program provider) that will be issued to each licensed attendee that includes:

a. Name of sponsoring institution, association or organization;

b. Title of the presentation;

c. Name of instructor or presenter;

d. Date of presentation;

e. Type of CEH;

f. Number of approved CEH; and

g. Signature of the instructor or presenter or official stamp of the sponsor signifying attendance and completion of the course.

(do not send certificates to the LCB only give to attendees for their personal file)

Upon approval of the program by the LCB, the LCB will send a letter of approval to the program provider which confirms the number and type of CEH approved. The program provider must keep for a period of two years a record of attendance of those licensees attending the program.

Note: if the program is an ongoing program or is to be presented multiple times on different dates, provide, if possible, dates the program will be presented. If not known at time of approval, send additional dates to the LCB when known so those who attend at a later date will be granted CEH for attending.

OAR 808-040-0040 -- Acceptable Subject Matter

The subjects listed in this rule serve as examples only, and are not all-inclusive.

(1) Technical Subjects. Subjects that may qualify for technical subjects are but not limited

to:

(a) The construction and installation techniques for lawns, trees, vines, shrubs, nursery stock, erosion control, retaining walls, patios, decks, fences, driveways, walkways, arbors,

landscape edging, drainage systems, water features, low voltage lighting, irrigation systems

including backflow and backflow testing; and

(b) Subjects related to soil science, pesticide application; landscape design; landscape architecture; arboriculture; or horticulture; and

(c) Subjects related to landscape practices for sustainability and environmental issues including but not limited to:

(A) Storm water management,

(B) Living soils management;

(C) Water-wise site design and principles;

(D) Smart technologies;

(E) Low volume irrigation installation and management; or

(F) Integrated pest management.

(d) Any other subject the Board determines applicable.

(2) Business Practice Subjects. Subjects that may qualify for business related subjects

are:

(a) accounting (cash flow, budgeting, pricing);

(b) business law (liens, tax, employment, etc);

(c) production and operation management;

(d) client communication;

(e) human resource management;

(f) business management, marketing;

(g) business ethics;

(h) leadership;

(i) storm water management;

(j) smart technologies;

(k) integrated pest management; or

(l) any other subject the Board determines applicable.

(3) Other Acceptable Subjects. Subjects that may qualify related to workplace safety, public or community service are:

(a) safety meetings;

(b) voluntary OSHA inspections;

(c) first aid training;

(d) classroom or seminar teaching of related subjects;

(e) serving as a volunteer on Boards and Commissions or designated committees;

(f) providing a not-for-profit service to local or state entities for the enhancement and preservation of the environment or natural resources through landscape planning, installation and maintenance; or

(g) any other subject the Board determines applicable.