ALABAMA STATE BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS ADMINISTRATIVE CODE

CHAPTER 500-X-2 EXAMINATIONS, LICENSE, FEES, AND SERVICES

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500-X-2-.01 Definitions.

For purposes of this chapter, the following words and phrases shall have the respective meanings ascribed by this section:

(1) Board. The State of Alabama Board of Examiners of Landscape Architects.

(2) Landscape Architect. A person who is engaged or offers to engage in the practice of landscape architecture, as hereinafter defined in §34-17.

(3) Landscape Architecture. The performance of professional services such as consultation, investigation, research, planning, design, preparation of drawings and specifications and responsible supervision in connection with the development of land areas where, and to the extent that the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, planting, naturalistic and aesthetic values, the settings and approaches to structures or other improvements, the setting of grades and determining drainage and providing for standard drainage structures, and the consideration and determination

of environmental problems of land including erosion, blight and other hazards. This practice shall include the design of such tangible objects and features as are incidental and necessary to the purpose outlined herein but shall not include the design of structures or facilities with separate and self-contained purposes such as are ordinarily included in the practice of engineering or architecture; and shall not include the making of land surveys of final plats for official approval or recordation. Nothing contained herein shall preclude a duly licensed landscape architect from performing any of the services described in the first sentence of this subsection in connection with the settings, approaches or environment for buildings, structures, or facilities. Nothing contained in this chapter shall be construed as authorizing a landscape architect to engage in the practice of architecture, engineering, or land surveying, as these terms are defined in §34-17-27.

(4) Practice of Landscape Architecture. The rendering or offering to render services to clients, including any one or any combination of the professional services specified in this section.

(5) Evidence. Any documents, records, drawings, specifications, photographs, news items, advertisements, listings, diplomas, awards, certificates, contracts, agreements, letters, letterheads, invoices, signs, rental agreements or certified personal statements submitted to the Board as a part of any consideration or action on the part of the Board. Each item of evidence shall be clearly marked to ensure positive and certain identification. It shall be the responsibility of the applicant to satisfy the Board as to sufficiency of the record and/or the evidence.

(6) Resident. Any individual who is a resident of the State of Alabama or has his principal place of business in the State of Alabama.

(7) Non-resident. Any individual who is a resident of another state other than the State of Alabama or has his principal place of business in another state other than the State of Alabama.

Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §34-17-3(c).
History: Filed October 1, 1981. **Amended:** Filed May 24, 1994; Effective June 29, 1994.

500-X-2-.02 Application For License.

(1) An application for a license to practice landscape architecture will be submitted on the form provided by the Board

and will be received at any time during regular business hours at the office of the Board.

(a) Each applicant shall submit with the formal application for a license, authentic proof of the statements made therein by attaching such documentary evidence, affidavits, registrar's statements, diplomas, published data, photographs, photostats, or any other sworn proven evidence as in the discretion of the Board, may be sufficient to show the Board that the applicant is clearly eligible for license as a landscape architect. An application for licensure will become null and void and forfeiture of fees if all required documents are not received within one year of the initial date the application is received within the board office.

(b) The Board reserves the right to retain as a permanent part of the application, any or all documents submitted. Original documents may be replaced by photostatic copies of such documents at the request and expense of the applicant.

(2) All applicants shall be considered individually by the Board based upon evidence submitted and successful completion of the registration examination, and passed or rejected on a role call vote. The action taken by the board on each application shall be recorded in the minutes and an outline of the action taken by the Board shall be placed with the application.

(a) A personal appearance before the Board may be required of applicants in the discretion of the Board. Personal appearances before the Board, if required, shall be at the time and place designated by the Board.

(b) Failure to supply additional evidence or information within 60 calendar days from the date of a written request from the Board or to appear before the Board when such an appearance is deemed necessary by the Board, may be considered just and sufficient cause for disapproval of the application.

(3) An applicant, meeting all requirements of the Alabama statute and the rules and regulations of the Board, and eligible for a license to practice landscape architecture in the State of Alabama will be notified by the Board of his eligibility.

(a) Upon payment of all fees as provided in section 500-X-2-.08, the Board will issue a license certificate to the landscape architect.

(b) The license certificate will indicate the registration number of the landscape architect. This registration number must appear on the landscape architect's seal and on all works signed by the landscape architect.

Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.

History: Filed October 1, 1981. **Amended:** Filed February 24, 1994; effective March 31, 1994. **Amended:** Filed November 18, 2013; effective December 23, 2013. **Amended:** Filed September 24, 2018; effective November 8, 2018.

500-X-2-.03 Qualifications For Licensure.

(1) An applicant must submit evidence that the applicant has completed the course of study in and graduated from a college or school of landscape architecture approved by the Board. The applicant also must submit evidence of actual practical experience in landscape architectural work of a grade and character satisfactory to the Board. A total six years of combined education and experience must be completed before an applicant may apply for examination. Each year of study in an approved college or school of landscape architecture will be accepted as one year of such combined education and experience for a maximum of five years. A master's or doctoral degree in landscape architecture shall fulfill the requirements for five years combined education and practical experience.

(2) In lieu of graduation from an accredited college or school of landscape architecture, and the practical experience in addition thereto, an applicant may apply for examination upon presenting evidence of at least eight years of actual practical experience in landscape architectural work of a grade and character satisfactory to the Board. In order to be considered for licensure via practical experience, an applicant must have begun earning acceptable practical experience prior to August 1, 2012.

(3) Each applicant may be required to submit for licensure, authentic proof of the statements made therein by attaching such documentary evidence, affidavits, registrar's statements, diplomas, published data, photographs, photostats, or any other sworn proven evidence as in the discretion of the Board, may be sufficient to show the Board that the applicant is clearly eligible for licensure as a landscape architect.

(a) The Board may require a portfolio of plans which have been implemented specifically indicating the applicant's ability to execute contours, drainage, planting plans and perspective drawings whenever the applicant does not hold a college degree from an accredited university program in landscape architecture.

(b) The Board reserves the right to retain as a permanent part of the application, any or all documents submitted. Original documents may be replaced by photostatic copies of such documents at the request and expense of the applicant.

(4) All applicants shall be considered individually by the Board based upon evidence submitted and passed or rejected on a role call vote. The action taken by the Board on each application shall be recorded in the minutes and an outline of the action taken by the Board shall be placed with the application.

(a) A personal appearance before the Board may be required of applicants in the discretion of the Board. Personal appearances before the Board, if required, shall be at the time and place designated by the Board.

(b) Failure to supply additional evidence or information within 30 calendar days from the date of a written request from the Board or to appear before the Board when such an appearance is deemed necessary by the Board, may be considered just and sufficient cause for disapproval of the application.

Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.
History: Filed October 1, 1981. **Amended:** Filed February 24, 1994; effective March 31, 1994. **Amended:** Filed November 18, 2013; effective December 23, 2013.

500-X-2-.04 Examination.

(1) The registration examination will be prepared and administered by the Council of Landscape Architectural Registration Boards (CLARB). The examination is designed to test the knowledge, skills and abilities required for the practice of landscape architecture in such a way that promotes and safeguards public welfare, health and property

(2) A supplemental examination testing an applicant's knowledge of the Alabama statute as it relates to landscape architecture, the rules and regulations of the Board, and the Board's Code of Conduct for Landscape Architects will be administered to applicants by the Board.

(3) Grading of the registration examination will be by the Council of Landscape Architectural Registration Boards. Grading of the supplemental examinations will be by the Board.

(4) Each applicant, prior to application for licensure, must have successfully completed the Board of Examiners of Landscape Architects' Registration Examination. Successful completion of the registration examination will be determined as the applicant having received a grade equal to or greater than the minimum passing grade determined by the Council of Landscape Architectural Registration Boards on each section of the examination.

Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.

History: Filed October 1, 1981. **Amended:** Filed February 24, 1994; effective March 31, 1994. **Amended:** Filed June 11, 1996; effective July 19, 1996. **Amended:** Filed November 18, 2013; effective December 23, 2013.

500-X-2-.05 Examination - Oral.

In lieu of administering written supplemental examinations, the Board may elect to administer oral supplemental examinations to applicants. Oral supplemental examinations shall include the subjects required by the written supplemental examinations as defined in section 500-X-2-.04 (1)(b). Oral examinations may not be given as a substitute for the registration examination prepared by the Council of Landscape Architectural Registration Boards. Applicants shall be considered to have passed the oral supplemental examinations if, in the opinion of the Board Member administering the examinations, the applicants have demonstrated knowledge, skills and abilities required for the practice of landscape architecture in the subjects tested.
Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.
History: Filed October 1, 1981. **Amended:** Filed February 24, 1994; effective March 31, 1994.

500-X-2-.06 Examination - Exception.

The Board may exempt from examination an applicant who holds a license to practice landscape architecture issued to him by a legally constituted Board of Examiners of any State provided that:

(1) The applicant has successfully completed an examination prepared by the Council of Landscape Architectural Registration Board with a grade equal to or greater than the minimum passing grade determined by the Council of Landscape Architectural Registration Boards;

(2) The other State maintained a system and standard of qualifications and examinations for a landscape architect license which were equivalent to those required in this State at the time the license was issued by the other State; and

(3) The other state gives similar recognition and endorsement to landscape architect licenses of the State of Alabama.

(4) The requirements of the Alabama Board are equal to those of the Board in the State of the applicant.

Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.

History: Filed October 1, 1981. **Amended:** Filed February 24, 1994; effective March 31, 1994.

500-X-2-.07 Granting Of License To Practice Landscape Architecture.

(1) An applicant, meeting all requirements of the law and of the Board and eligible for a license to practice landscape Architecture in the State of Alabama will be notified by the Board of his eligibility.

(2) Upon payment of the application fee the Board will issue the License certificate to the landscape architect.

(3) The license certificate will indicate the registration number of the landscape architect. This registration number must appear on the landscape architect's seal and on all works signed by the landscape architect.

(a) The seal must bear the registrant's name, the registrant's registration number, the words "Registered Landscape Architect", and the words "State of Alabama". The seal shall have an outside diameter of 2" with a solid border 1/16" wide on the outside edge. There shall be another 1/16" solid inner border defining a ¼" outer ring wherein "STATE OF ALABAMA" is at the top and "REGISTERED LANDSCAPE ARCHITECT" is at the bottom. The center circle will then be divided at the center with a horizontal line with name above and number below the line.

(b) The registrant may affix an electronically generated signature and date of signature to documents; provided, however, that the registrant utilizes a secure method of affixation and provided that the registrant does not authorize any other person to so affix his signature and date. The registrant is responsible for verifying the integrity of the documents and for providing a verification mechanism to the user.

Author: Lawrence L. Bates
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.
History: Filed October 1, 1981. **Amended:** Filed October 18, 2006; effective November 22, 2006.

500-X-2-.08 Fees - Payment, Receipt.

(1) An application fee, a fee for an original certificate and an annual license fee, in an amount as provided in Rule 500-X-2-.10, shall accompany each application for license. Should the applicant's request for license be rejected, the application fee

will be retained by the Board to cover the cost of processing the application. The fee for the original certificate and the first annual license fee will be refunded to the applicant.

(2) An annual license fee for residents of the State of Alabama shall be paid to the Board by every landscape architect who is a resident of the state. The fee shall be due and payable on the first day of January of each year and shall become delinquent after the thirty-first day of January.

(3) An annual license fee for nonresidents of the State of Alabama shall be paid to the Board by every landscape architect who is a nonresident of the state. The fee shall be due and payable on the first day of January of each year and shall become delinquent after the thirty-first day of January.

(4) If the annual license fee is not paid before the date in which it becomes delinquent as defined in Rule 500-X-2-.08 (8), a penalty in an amount as provided in Rule 500-X-2-.10 shall be added to the amount thereof.

(5) Any fees and/or penalties mailed to the Board will be considered delinquent if postmarked after the date of delinquency as provided in this rule.

(6) The Board shall issue a receipt to each landscape architect promptly upon payment of the annual license fee.
Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §§34-17-3, et seq.
History: Filed October 1, 1981. **Amended:** Filed March 27, 1992.
Amended: Filed November 1, 2006; effective December 6, 2006.
Amended: Filed November 18, 2013; effective December 23, 2013.
Amended: Published February 27, 2026; effective April 13, 2026.

500-X-2-.09 Persons Exempt.

This act shall not be construed to require licensing in the following cases:

(a) The practice of landscape architecture by any person who acts under the supervision of a registered landscape architect or by an employee of a person lawfully engaged in the practice of landscape architecture and who in either event does not assume responsible charge of design or supervision.

(b) The practice of architecture by a duly registered professional architect and the doing of landscape architectural work by a registered architect or by an employee under supervision of a registered architect, when such work is incidental to their practice.

(c) The practice of engineering by a duly registered professional engineer and the doing of landscape architectural work by a registered engineer or by an employee under supervision of a registered engineer, when such work is incidental to their practice.

(d) The practice of surveying by a duly registered professional land surveyor or by an employee under supervision of a registered professional land surveyor, when such work is incidental to their practice.

(e) The practice of landscape architecture by employees of the United States Government while engaged within this state in the practice of landscape architecture for said government.

(f) The practice of planning as customarily done by regional and urban planners.

(g) The practice of arborists, foresters, gardeners, home builders, and horticulturists.

(h) The practice of any nurseryman, general or landscape contractor, such practice to include design, planning, location and arrangements of plantings or other ornamental features.

Author:
Statutory Authority: Code of Ala. 1975, §§34-17-1, et seq.
History: Filed October 1, 1981.

500-X-2-.10 Fees - Amount.

Fees of the Board shall be in the following amounts:

(a) The application fee shall be as provided in Code of Ala. 1975, §34-17-25(1).

(b) The fee for the supplemental examination shall be $150.

(c) The fee for the original certificate shall be as provided in Code of Ala. 1975, §34-17-25(3).

(d) The fee for a duplicate certificate shall be as provided in Code of Ala. 1975, §34-17-25(4).

(e) The annual license fee for residents of the State of Alabama shall be as provided in Code of Ala. 1975, §34-17-25(5).

(f) The annual license fee for nonresidents of Alabama shall be as provided in Code of Ala. 1975, §34-17-25(5).

(g) The penalty fee shall be as provided in Code of Ala. 1975, §34-17-25(6).

(h) The annual license fee for a certificate of authorization for corporations or partnerships shall be $50.00.

(i) The fee for the original certificate of authorization for corporations or partnerships shall be $50.00.

Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §34-17-25.
History: Original rule filed: December 31, 1991; effective: February 4, 1992; Filed March 27, 1993. Revised rule published, March 31, 1993; effective May 1, 1993. **Amended:** Filed: May 25, 1993, effective June 29, 1993. **Amended:** Filed June 11, 1996; effective July 19, 1996. **Amended:** Filed November 18, 2013; effective December 23, 2013.

500-X-2-.11 Temporary Certificate (Repealed effective 7/19/96).

(Repealed)
Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §34-17.
History: Original rule published: March 31, 1993; Effective: May 1, 1993. **New Rule:** Filed: May 25, 1993; effective June 29, 1993. **Repealed:** Filed June 11, 1996; effective July 19, 1996.

500-X-2-.12 Code Of Conduct.

The Board shall adopt a Code of Conduct for Landscape Architects, which will outline requirements for competence, conflict of interest, disclosure, compliance with laws and professional conduct. All Landscape Architects licensed by the State of Alabama shall act in accordance with the requirements outlined in the Code of Conduct.
Author: William R. Sorensen
Statutory Authority: Code of Ala. 1971, §34-17.
History: Original rule published: March 31, 1993; Effective: May 1, 1993. **New Rule:** Filed: May 25, 1993; effective June 29, 1993.

500-X-2-.13 Unprofessional Conduct.

(1) A Landscape Architect shall be guilty of unprofessional conduct if he;

(a) Practices in violation of §34-17 or any other law regulating the practice of landscape architecture; or

(b) Violates the Rules and Regulations of the Board; or

(c) Violates the Code of Conduct adopted by the Board.

(2) Any charges preferred against a Landscape Architect shall be submitted in writing to the Board chairman who shall present the charges to the Board for investigation and consideration. If the Board determines that the charges warrant further investigation, the Board will hold a hearing at which witnesses may be called and testimony given. The accused shall be given a fair opportunity to hear the charges and to present a defense against them at this hearing. If the Board's findings in the hearing uphold the charges, the Board will initiate disciplinary action against the landscape architect as outlined in §34-17-5. If the Board's findings in the hearing do not uphold the charges, the Board will dismiss all charges against the Landscape Architect. The Board will give notification of its findings to both the defendant in the case and the person or persons who preferred the charges.

(3) Correspondence, investigations, findings and other proceedings relating to cases of unprofessional conduct will be confidential.
Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §34-17.
History: Original rule published: March 31, 1993; Effective: May 1, 1993. **New Rule:** Filed: May 25, 1993; effective June 29, 1993. **Amended:** Filed June 23, 1995; effective July 28, 1995.

500-X-2-.14 Continuing Education.

(1) Purpose: In order to safeguard life, health and property, and to promote the public welfare, the practice of landscape architecture in Alabama requires continuing education in accordance with Code of Ala. 1975, Section 34-17-20(b) and this rule.

(2) Scope: Each in-state and out-of-state registrant shall be required to meet the continuing educational requirements of these regulations for professional development as a condition for registration renewal. Continuing education obtained by a registrant should maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge.

(3) Definitions: Terms used in this section are defined as follows:

(a) Professional Development Hour (PDH): A contact (clock) hour consisting of not less than 50 minutes of instruction or presentation and which further meets the requirements of the rules.

(b) Sponsor: An individual, organization, association, institution or other entity which provides an educational activity for the purpose of fulfilling the continuing education requirements of this rule.

(c) Board: The Alabama Board of Examiners of Landscape Architects, the legal state entity having jurisdiction to register or license individuals to practice the profession of Landscape Architecture and to discipline those practitioners who violate the applicable laws or rules promulgated by the Board.

(d) Registrant: A person licensed as a professional Landscape Architect.

(e) Committee: The Continuing Education Committee.

(f) Annual: Time period occurring once every year.

(4) Requirements: To demonstrate that a licensed Landscape Architect maintains an acceptable level of competency, a registrant must obtain the number of Professional Development Hours (PDH) per year as shown below. This requirement must be satisfied during the period from January 1 through December 31.

(a) A registrant licensed, as a Landscape Architect must obtain twelve PDH per year. No PDH may be carried over to the next calendar year.

(b) All twelve professional development hours (PDH) per year shall be directly relevant to the protection of public health, safety and welfare. Examples of health, safety and welfare subjects include but are not limited to design, environmental systems, site design, land use analysis, grading and drainage, storm water management, playground safety, erosion control, 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.

(c) If necessary, determination of the qualification of a PHD to meet the health, safety and welfare requirement shall be made by the Continuing Education Committee as established in Section 500-X-2-.14 (5). A decision of the committee may be appealed to the Board.

(5) Continuing Education Committee: The Board shall form a Continuing Education Review Committee of five members and provides guidelines for its operation. The Committee shall be composed of a majority of Landscape Architects, currently licensed and in good standing with the Board.

(a) Members shall be appointed by the Board and serve a term of office for two years.

(b) Members shall be appointed in staggered terms with three members being appointed in one year and two members being appointed the following year.

(c) The Committee shall elect a chairman and a secretary at the first meeting of every calendar year to serve a one-year period.

(d) The secretary shall keep minutes of the meetings to document all transactions of the Committee.

(e) The Committee shall meet on an as-needed basis when called to order by the chairman.

(f) Duties of the Committee shall be to review and pre-approve all sponsors and programs as being relevant to the practice of Landscape Architecture. Further, the Committee shall establish the methods for documentation needed to fulfill continuing education credits for licensing.

(6) Activities: Continuing education activities which satisfy the professional development requirement shall include, but not be limited to:

(a) successfully completing or monitoring college or university sponsored courses,

(b) successfully completing courses which are awarded continuing education units (CEU),

(c) attending seminars, tutorials, short courses, correspondence courses, televised courses or videotaped courses,

(d) attending in-house programs sponsored by corporations or other organizations,

(e) teaching or instructing as described in (a) through (d) above,

(f) authoring published papers, articles or books,

(g) making presentations at technical meetings,

(h) attending program presentations at related technical or professional meetings.

All of such activities as described in (a) through (h) above must be relevant to the practice of Landscape

Architecture and may include technical, ethical or managerial content.

(7) Criteria: Continuing educational activities must meet the following criteria:

(a) There is a clear purpose and objective for each activity which will maintain, improve or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge obtained prior to initial licensure.

(b) The content of each presentation is well organized and presented in a sequential manner. The content must be related to the practice of landscape architecture and address subjects in the protection of public health, safety and welfare.

(c) There is evidence of preplanning which should include the opportunity for input by the target group to be served.

(d) The presentation will be made by persons who are well qualified by education or experience.

(e) There is a provision for individual participant registration which will include information required for record keeping and reporting.

(8) Units: The conversion to PDH units from other units is as follows:

1 University semester hour of credit....45 PDH

1 University quarter hour of credit.....30 PDH

1 Continuing Education Unit (CEU).......10 PDH

1 Hour of acceptable professional

development education..... 1 PDH

(9) Credits: Professional Development Hours of credit for qualifying courses successfully completed which offer semester hour, quarter hour, or CEU credit are as specified above. All other activities permit the earning of one PDH of credit for each contact hour with the following exceptions:

(a) Monitoring of university or college courses permit PDH credit of 1/3 that shown in (8) above.

(b) Teaching or instructing qualifying courses or seminars can earn PDH credit at twice that of students.

(c) Authorship of papers, articles or books cannot be claimed until actually published. Credit earned will equal preparation time spent not to exceed 25 PDH per publication.

(d) The Board does not encourage meeting continuing education requirements through correspondence courses. Correspondence course PDH may be acceptable, however the registrant should submit supporting documentation to demonstrate high quality education from the course.

(10) Exemptions: A registrant may be exempt from professional development education requirements for one of the following reasons:

(a) New registrants by way of examination or reciprocity shall be exempt for their first renewal period.

(b) A non-career military registrant serving on active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a calendar year shall be exempt from obtaining the professional development hours required during that year.

(c) A registrant employed as a Professional Landscape Architect and assigned to duty outside the United States for a period of time exceeding one hundred twenty (120) consecutive days in a calendar year shall be exempt from obtaining the professional development hours required during that year.

(d) Registrants experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished to the Board.

(e) Registrants who list their occupation as "Retired" on the Board approved renewal form and who further certify they are no longer practicing Landscape Architecture shall be exempt from the professional development hours required. In the event such a person elects to return to active practice of Landscape Architecture, professional development hours must be earned for each year exempt not to exceed the annual requirement for two years before the person returns to active practice.

(f) Registrants who have reached the age of 65 prior to the current year of registration.

(11) Reciprocity: Continuing education requirements may be met without completing the Alabama form if a non-resident registrant resides in another state which is listed by the Alabama Board as having continuing education requirements equal or more stringent and the registrant certifies that all continuing education and registration requirements for that state have been met.

(12) Forms: All renewal applications will require the completion of a continuing education form specified by the Board outlining PDH credit claimed. The registrant must supply sufficient detail on the form to permit audit verification, must certify and sign the continuing education form, and submit with renewal application and fee.

(13) Records: The responsibility of maintaining records which can be used to support credits claimed is the responsibility of the registrant. Records required include but are not limited to (1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name and PDH credit earned; (2) attendance verification records in the form of completion certifications, signed attendance receipts, paid receipts, a copy of a listing of attenders signed by a person in responsible charge, or other documents supporting evidence of attendance. These records must be maintained for a period of three years and copies must be furnished to the Board for audit verification purposes if requested.

(14) Audit: The Board will conduct an audit of renewals submitted to ensure compliance with continuing education requirements. Registrants selected for audit will be notified and required to provide documentation in support of hours claimed. The Board may disallow claimed credit for continuing education hours if the PDHs do not comply with the above requirements.

(15) Disallowance: If the Board disallows claimed PDH credits, the registrant shall have 60 days after notification by certified mail to substantiate the original claim or to earn other credit to meet the minimum requirement. If the disallowed PDH credits are neither substantiated or replaced, the right to practice as a registered landscape architect in the State of Alabama will expire as specified in Section 500-X-2-.15.

(16) Failure to Comply: If a registrant fails to furnish the required continuing education form, properly completed or signed, the right to practice as a Registered Landscape Architect in the State of Alabama will expire on December 31 as specified in Section 500-X-2-.15.

Author: Lawrence L. Bates
Statutory Authority: Code of Ala. 1975, §34-17-3.
History: Original rule published: March 31, 1993; effective; May 1, 1993. **New Rule:** Filed May 15, 1993; effective June 29, 1993.
Amended: Filed February 9, 2009; effective March 16, 2009.
Amended: Published February 27, 2026; effective April 13, 2026.

500-X-2-.15 Renewals And Expirations.

(1) Registrants will be mailed annually, during the month of November, an application for renewal of registration. This

original application must be signed and returned to the Board office with the renewal fee. The registration renewal notice will contain the Code of Conduct for Landscape Architects, Rule 500-X-2-.12, which the registrant is required to read and by signature reaffirm again to abide by the Code of Conduct.

(2) The license period runs from February 1 to January 31 of the next calendar year. The right to renew expires March 15, of each calendar year. If the registrant has not met all requirements for renewal by March 15, the license shall be deemed expired. To be re-registered, a registrant who does not renew before March 15, of each calendar year must complete the statutory requirements in existence at the time of re-registration for reinstatement.
Author: William R. Sorensen
Statutory Authority: Code of Ala. 1975, §34-17-3.
History: Original rule published, March 31, 1993; adopted May 1, 1993. **New Rule:** Filed: May 25, 1993; effective June 29, 1993.
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