



Continuing Education Presentation

Event _____

Location _____ Date _____

Title of Presentation (10 word limit) _____

Name of Presenter _____

Presenter Title _____

Estimated Length of Presentation: 50 Minutes (with 10 minutes for Q&A) Other _____

Organization _____

Mailing Address _____

City/State/Zip _____

Phone _____ Fax _____

E-Mail _____

Will you be using a PowerPoint Presentation YES NO

1. Presenter Biography (50 words or less):

2. Course Description (75 words or less):

3. What is the course subject? Please select from the attached list provided on Page 3.

4. Does the course content include at least 75% of the information focusing on Health, Safety, and Welfare?

Yes No

(Note: If the answer is no, this course is not eligible for HSW LACES approval. It will receive LACES approval as general PDH.)

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5. Please provide three learning objectives or outcomes. They need to be written statements of what the audience is expected to accomplish as a result of the course. See the examples below.

a.

b.

c.

AGREEMENT

I have read and agree to adhere to the requirements below regarding Wisconsin LA CES education requirements:

1. Registered courses must adhere to the LA CES definition of continuing professional education: Continuing professional education consists of learning experiences that enhance and expand the skills, knowledge, and abilities of practicing landscape architects to remain current and render competent professional service to clients and the public.
2. Registered courses must specify whether the primary subject matter qualifies as meeting the LA CES health, safety, and welfare definition. For additional information, please see: http://www.asla.org/uploadedFiles/LACES/HSW_Classification.pdf
3. Registered courses must be planned in response to the learning needs of target audiences and include clear and concise written statements of learning objectives/outcomes.
4. Registered courses must be evaluated by participants and issue a confirmation and verification of completion for each participant who completes a course.
5. Presentation materials shall be provided to WI ASLA in pdf format via email, file transfer, or flash drive/CD one week prior to event.

Signature: _____

(Electronic Signature)

Date: _____

Please email any questions or concerns to wiasla@wiasla.com.

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LA CES SUBJECT AREAS

Accessibility / ADA	Parks & Recreation
Business Practices / Contracts / HR	Project Management
Campus Planning & Design	Residential Design
CADD / GIS	Rural Landscape
Design-build	Security Design
Green Roofs	Site Planning
Healthcare & Therapeutic Design	Sustainable Development & Design
Historic Preservation	Transportation
Horticulture / Plants	Urban Planning & Design
Housing & Community Design	Water / Stormwater Management

DETERMINING PUBLIC HEALTH, SAFETY, AND WELFARE CLASSIFICATION

(Use this list to help determine the answer to question #4)

These subjects may include, but are not limited to:

Building codes	Roadway design principles
Code of ethics	Site accessibility, including Americans with Disabilities Act standards for accessible site design
Codes, acts, laws, and regulations governing the practice of landscape architecture	Site and soils analysis
Construction administration, including construction contracts	Site design and engineering, including materials, methods, technologies, and applications
Construction documents	Site security and safety
Design of environmental systems	Storm water management, surface and subsoil drainage
Environmental process and analysis	Structural systems considerations
Erosion control methods	Surveying methods and techniques as they affect landscape architecture
Grading	Sustainable design, including techniques related to energy efficiency
Horticulture	Use of site materials and methods of site construction
Irrigation methods	Vegetative management
Land planning and land use analysis	Wetlands
Landscape preservation, landscape restoration and adaptive reuse	Zoning as it relates to the improvement and/or protection of the public health, safety, and welfare
Lateral forces	Other matters of law and ethics that contribute to the health, safety, and welfare of the public
Natural hazards – impact of earthquake, hurricane, fire, or flood related to site design	
Pedestrian and vehicular circulation	
Planting design	
Resource conservation and management	

The following subjects should not be designated as HSW:

- Accounting/financial planning
- Basic AutoCAD
- General office management
- Laws related to arbitration, mediation, liens (unless they relate to safeguarding the health, safety, and welfare of the public), real estate, real estate development
- Expanding a design professional's business
- Limiting the design professional's liability
- Marketing and public relations
- Personal development
- Project management related to profitability and maximizing fees
- Risk management
- Succession planning

SAMPLE LEARNING OBJECTIVES

(Use to help with Question #5)

Learning objectives/outcomes are written statements of what the learner is expected to accomplish as a result of the course. Following are some examples of learning objectives/outcomes:

- Learn how to determine the major functions and components of a green roof.
- Identify the factors that influence costs.
- Learn how to utilize an integrated design process in your project for maximum benefit.