

**21 NCAC 28B .0405 REQUESTS FOR APPROVAL**

- (a) All requests for CEU approval shall include the following:
- (1) All applicants for continuing education credit shall submit an application to the Board. The application form shall be available on the Board website or may be obtained by contacting the Board office. The application shall require the following:
    - (i) Applicant's contact information including phone number and email address;
    - (ii) Name of business under which the applicant is operating;
    - (iii) Type of qualifying activity in accordance with Rule .0402 of this Subchapter;
    - (iv) Title of the qualifying activity;
    - (v) Date(s) and time(s) of the qualifying activity;
    - (vi) Complete address where the qualifying activity will be held;
    - (vii) Qualifying activity registration information;
    - (viii) Name of presenter(s) and credentials;
    - (ix) Course agenda and supporting materials; and
    - (x) Attestation, by signature, that the qualifying activity provider will maintain attendance records for this course for one year after the date of this course.
  - (2) The number of Continuing Education Units (CEUs) requested; and
  - (3) The Location, date(s), and time(s) of course, activity, or Landscape Contractor's Licensing Board meetings attended or to be attended.
- (b) For live and online courses and teaching or instructing activity, in addition to the requirements of Paragraph (a) of this Rule, all requests shall include the following:
- (1) The course title(s) and a description of course content;
  - (2) The name and educational or professional credentials of the instructor;
  - (3) The duration of the course or activity; and
  - (4) An attestation that the course provider will maintain attendance records for one year after the date of the course.
- (c) For trade shows, field days, and tours, requests for approval shall, in addition to the requirements of Paragraph (a) of this Rule, include materials or handouts promoting or obtained during the event.
- (d) For in-house or Green Industry training, requests for approval shall include the following, in addition to the requirements of Paragraph (a) of this Rule:
- (1) A description of training provided; and
  - (2) The name(s) of training instructors.
- (e) For the purposes of this Rule, "Green Industry" is defined as greenhouse, nursery, floriculture, sod, Christmas tree producers, and related industry trades.

*History Note: Authority G.S. 89D-15(2); 89D-15(4); 89D-20(b);  
Temporary Adoption Eff. January 1, 2016;  
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