

# Recertification Requirements

UPDATED as of 11/2/2010—major updates in red and as noted with an asterisk\*

Beginning in 2009, individuals holding PLANET certifications must recertify every two years by reporting 24 CEUs earned during the recertification period. CEUs may be earned and reported in both Educational and Service categories. The “Recertification Required By” date on your certification wallet card indicates when the completed recertification form is due with the \$75 recertification fee. Unless otherwise noted, please keep your attendance documentation on file in case requested in the random audit process. Visit the [PLANET Recertification Center](#) often for updates at [LandCareNetwork.org](#).

## REQUIRED EDUCATION – a minimum of 16 CEUs out of 24

Category		CEUs
Educ1	Continuing education, conferences, and seminars presented by national, regional, or state green industry associations. <b>Subject matter must be green industry or job related.*</b> This category also encompasses PRE-APPROVED in-house training programs (see instructions at right for pre-approval process.) Documentation Required to be kept on file—Event brochure/flyer indicating sessions attended and proof of registration.	1 CEU per hour of instruction
	College/University course work and/or College/University-sponsored distance or online learning. Subject areas in business management or technical horticulture only. Documentation Required to be kept on file—Proof of completion (certificate or transcript).	15 CEUs per credit hour*
Educ3	Education supporting green industry license completion or renewal—contractor license, pesticide applicator license. Requirements vary by state. Documentation Required to be kept on file—Proof of completion or CEU statement.	1 CEU per hour of instruction
	Successful completion of additional validated PLANET certification or specialty endorsement. Examples: Landscape Industry Certified Technician - Exterior who earns Landscape Industry Certified Manager gets 8 CEUs Documentation Required—None. PLANET will verify.	8 CEUs for earning a new certification; 4 CEUs for earning a new specialty endorsement
Educ5*	Writing articles or books for publication, preparing presentations at schools, professional conferences, workshop or programs, or reading materials as part of self-study. Subject matter must be green industry or job related. <b>Each article, presentation and self-study material may be counted only once during a two-year recertification period</b> and cannot earn additional CEUs in future recertification periods unless proof is given that a considerable amount of further research and/or preparation was completed. For CEUs awarded for actual presentation, see Serv4 category. <b>Documentation required with CEU submission form upon recertification as follows:</b> Presentations: <a href="#">Speaking Documentation Form</a> Article Writing: <a href="#">Writing Documentation Form</a> Reading: <a href="#">Book Reporting Form</a>	1 CEU per hour of course preparation, article writing (10 CEUs for a published book) or reading time

## OPTIONAL SERVICE – a maximum of 8 CEUs out of 24

Category		CEUs
Serv1	Landscape Industry Certified Technician – Exterior exam Judge, JTA or <b>Translator</b> participation on test day. Credit is extended for test day only. Documentation Required to be kept on file—Documentation of participation from licensee with date/location of the exam.	.5 CEU per hour on site
	Serving on Board of Directors or as a Committee Chair for national, regional, or state association. The affiliation of the association is not limited to the Green Industry. <b>Serving as a committee member—the affiliation of the association must be green industry or job related.*</b> Documentation Required to be kept on file—Official Leadership Roster.	.5 CEU per hour
Serv3	Official ICC Evaluator to Landscape Industry Certified Technician – Exterior for set up and test day. Credit is extended for both set up and test day. Documentation Required—None. PLANET will verify.	.5 CEU per hour on site
	Teaching or presenting at schools, professional conferences, workshop or programs. Subject matter must be green industry or job related. For CEUs awarded for preparation of presentation, see Educ5 category. <b>Documentation required with CEU submission form upon recertification as follows:</b> Presentations: <a href="#">Speaking Documentation Form</a>	1 CEU per hour

**\*NEW STATUS:** Emeritus or Retired Status Now Available. Visit the [Recertification Center](#) for details.

**Pre-Approval Process:** For in-house training or an education opportunity that does not fall into one of the categories listed, please request pre-approval by sending an email to [karenbarnett@landcarenetwork.org](mailto:karenbarnett@landcarenetwork.org) that fully describes the event including the sponsor, dates, learning outcomes and subject matter. PLANET will respond via email and if approval is granted, will indicate the applicable number of CEUs. A copy of that email response should accompany the recertification submission.

**Questions?** Visit [FAQs](#) and the Recertification Center of [LandcareNetwork.org](#). Or contact PLANET at [certification@landcarenetwork.org](mailto:certification@landcarenetwork.org) or (800) 395-2522.