

2006 MASTERSPEC® Instruction Sheet — ASLA CPE Independent Study Program

ARCOM now provides ASLA members with a convenient way to earn continuing education credits or Professional Development Hours (PDHs) while reading or writing specs using MASTERSPEC. Many MASTERSPEC users consider MASTERSPEC to be an excellent educational tool for landscape architects whatever their experience level. Additional value comes from the extensive background information on landscape construction and product selection users receive along with MASTERSPEC's comprehensive specification sections.

This MASTERSPEC landscape architecture packet includes a MASTERSPEC Continuing Education Reporting Form. This form lists a selection of sections from the MASTERSPEC Full Length or Short Form Landscape Architecture Libraries as well as sections that are included in the update (if applicable). You may copy this form and distribute it to additional staff members who would like to read sections of interest and earn PDH's.

Earn one PDH for every two sections you read by the deadline listed on the Reporting Form. **You may only receive credit once for each section read.** To qualify for PDHs, you must read the Section Text, Evaluations, and other supporting documents for each section (up to 8 sections per update for a total of 4 PDHs). This is also eligible for Health, Safety, and Welfare (HSW) hours.

Complete the MASTERSPEC ASLA CPE Reporting Form.

- Check off the sections you've read from those listed on the form.
- Fill in your **Name** and **ASLA member number**.
- Fill in the **Firm Name** and **MASTERSPEC Firm ID number**.
- Indicate how many PDHs are earned by checking the box at the bottom of the reporting form. (Sorry, no 1/2 credits are awarded for this program.)
- Sign and date the form.
- Fax or mail to ARCOM by the due date. (Sorry, no late submissions will be accepted.)
- Reporting Form will be sent back to you with a receipt stamp **if your MASTERSPEC License is current**.
- You are responsible for reporting to your own governing board.