



## South Carolina Planning Education Advisory Committee

March 5, 2025

Ms. Alison R. Simmons  
Berkeley County  
Planning and Zoning Director  
PO Box 6122  
Moncks Corner, SC 29461-6120

**Dear Alison R. Simmons:**

Congratulations! Your application meets all requirements to qualify you as an approved Continuing Education Instructor as outlined by the [South Carolina Planning Education Advisory Committee](#) (SCPEAC).

A Continuing Education Instructor is an individual who possesses a defined level of education and experience in land use planning deemed sufficient by the SCPEAC to qualify to offer CE programs without SCPEAC review and approval for each program offered. The term “program” includes training in any format that complies with the provisions of Section 6-29-1340 of the South Carolina Code of Laws as interpreted by the SCPEAC.

### **Certification Requirements:**

- This certification is conferred upon you, **Alison R. Simmons**, and is valid until and unless revoked by the SCPEAC.
- Attendance records must be maintained as outlined in Section 6-29-1360 of the South Carolina Code of Laws.
- A Continuing Education Instructor Certificate (See attached) must be submitted to the clerk of the local governing body along with the certification of attendance for each CE program conducted.
- Training may be conducted by you or anyone you have vetted as being qualified to teach the subject matter; however, you must be present at all training sessions to provide your certification.

Congratulations again and we look forward to working with you to make sure all planning officials receive the necessary training. Should you have any questions, please do not hesitate to contact the SCPEAC’s administrative support team at the Municipal Association of SC for assistance. You may contact Urica Floyd at 803.354.4754 or by e-mail at [SCPEAC@masc.sc](mailto:SCPEAC@masc.sc).

Sincerely,

Urica P. Floyd  
Staff Associate for Training and Learning Solutions  
Municipal Association of SC



## **South Carolina Planning Education Advisory Committee**

### **Continuing Education Instructor Certificate**

#### **Certificate of Authorization**

This is to certify that

**Alison R. Simmons**

**has been authorized by the South Carolina Planning Education Advisory Committee  
to conduct continuing education training on the subjects listed in  
Section 6-29-1340 of the South Carolina Code of Laws.**

*Stephanie Monroe Tillerson*

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**Stephanie Monroe Tillerson, Chair**

**Date: 3/5/2025**