



SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

Special Meeting

Tuesday, June 16, 2020 at 10:00 a.m.

AGENDA

Conference Call Line: (712) 775-7270 Access Code: 570840

1. CALL TO ORDER

2. FREEDOM OF INFORMATION ACT COMPLIANCE

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act

3. UNFINISHED BUSINESS

- a. Consideration of Updates to the Committee Website and Application Forms

4. ADJOURNMENT

PUBLIC NOTICE:

INTERESTED PARTIES WHO WISH TO PARTICIPATE IN THIS MEETING MAY DO SO IN ONE OF TWO WAYS:

- 1. ATTEND IN PERSON**
- 2. PARTICIPATE BY TELEPHONE**

**FOR QUESTIONS REGARDING PARTICIPATION IN THIS MEETING,
PLEASE CONTACT KRISTA WIEDMEYER AT 843.341.4701**

WEBSITE REVISIONS - REDLINE

<https://www.scstatehouse.gov/SCPEAC/bylaws.htm>

BYLAWS

SOUTH CAROLINA ADVISORY COMMITTEE ON EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS AND EMPLOYEES

ARTICLE I

Organization

Section 1. The name of the organization shall be South Carolina Advisory Committee On Educational Requirements For Local Government Planning Or Zoning Officials And ~~Employees~~ Employees, doing business as the SC Planning Education Advisory Committee (the Committee).

ARTICLE II

Purpose

Section 1. The Committee is organized and existing pursuant to the authority of The Governor and Legislature of the State of South ~~Carolina~~ Carolina.

Section 2. The Committee shall exist for the purposes set forth in § 6-29-1310 (et. Seq.) South Carolina Code of Laws, as existing and from time to time amended.

ARTICLE III

Members

Section 1. The membership of The Committee shall consist of those persons appointed by the Governor, ~~with the advice and consent of the Senate~~.

Section 2. A current active member is a properly appointed member who has not submitted a letter of resignation to the Governor.

Section 3. Any member may be recommended for removal to the Office of the Governor for good or sufficient cause by a majority vote of the Committee.

Section 4. Any member may resign from the Committee upon written notice to the Office of the Governor. Such resignation shall be effective upon acceptance by the Governor.

Section 5. A vacancy in membership shall be filled for the unexpired term in the manner provided for in Sec. 1.

ARTICLE SECTION IV

Officers

Section 1. Each year, at the first regular meeting of the Committee, members shall elect a Chairman, a Vice-Chairman, and such other officers as may from time to time be designated or required by law. Term of office shall be for 1 year (s). Officers may succeed themselves

Section 2. The Chairman shall preside at all Committee meetings. The Chairman may establish and appoint any Subcommittees deemed necessary by the Committee, or as set forth in these bylaws.

Section 3. The Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman or in the event of the Chairman's inability to act. The Vice-Chairman shall have such other powers and duties as may be designated by the Chairman.

In the event that the Chairman resigns or is removed from office or the Chairman resigns or is removed as a member of the ~~Committee~~, Committee, the Vice-Chairman shall become the Chairman and a new Vice-Chairman shall be elected at the next regularly scheduled meeting of the Committee.

Section 4. Officers may be removed from office with or without cause by a majority vote of the Committee at any regular or special meeting of the Committee. The office holder in question will be given every opportunity to present information, answer questions, and address the Committee. Efforts made to ensure the attendance of the office holder in question shall be noted in the minutes of that particular meeting.

Section 5. Officers may resign from office upon written notice to the ~~Committee~~, Committee. Such resignation shall be effective immediately upon receipt by the Committee.

Section 6. In the event that both the Chairman and the Vice-Chairman are not present for a regular or called meeting of the Committee, an Acting Chairman shall be elected from the quorum present to conduct the meeting.

ARTICLE V

Meetings

Section 1. Regular meetings of the Committee shall be conducted quarterly at a time and place published in advance in accordance with the provisions of the SCFOIA or at such other times as may be deemed necessary by its members. Meetings shall be held in a place open and accessible to the general public.

Section 2. Special meetings may be held upon the call of the chair or upon the written request of at least two active members of the Committee. No business except that stated in the notice of the meeting may be conducted at the special meeting.

Section 3. Emergency meetings may be held upon the call of the Office of the Governor. No business except that stated in the notice of the meeting may be conducted at the emergency meeting.

Section 4. At all meetings of the Committee business shall be transacted by a majority vote of a quorum of all ~~current~~-current, active members. Any action taken shall be deemed to be the action of the full Committee. Unless otherwise stated in the bylaws or required by law, a quorum for all meetings is defined as fifty-percent plus one (50%+1), of the membership. The Chairman may vote on any matter before the Committee.

Section 5. Upon the occurrence of two unexcused absences from the meetings of the Committee, the Office of the Governor shall be notified and removal of the member will be recommended. The Committee upon a majority vote, shall have the sole authority to determine whether an absence is excused or unexcused.

ARTICLE VI

Committees

Section 1. The Chairman may appoint a Budget Subcommittee to recommend an annual operating budget and oversee and report on the financial affairs of the Committee. The Chairman shall serve as a member of this Subcommittee. The Chairman shall appoint a chairman of the Budget Subcommittee.

Section 2. The Chairman may appoint, with the approval of the Committee, other Subcommittees as may be required from time to time to assist the Committee.

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ARTICLE VII

Ethics

Section 1. The Committee recognizes that one of its greatest assets is the knowledge, experience, and counsel provided by its members. The Committee further recognizes that its members may have private interests, either personally or in a representative capacity, in matters that come before the ~~Committee~~-Committee. If such interests exist, the member should disclose the interests to the Committee as soon as it becomes apparent to that member.

Section 2. For the purpose of this article, a private interest means an interest distinct from that of the general public. It does not include an interest that accrues to the Committee member as a member of a profession, occupation, or a large class to no greater extent than the interest of potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class, as required by the State Ethics Act.

Section 3. Members having a substantial private interest in matters to be considered by the Committee should disclose all facts to the membership that might be helpful to the Committee in making a decision, but that member should refrain from voting on that specific matter.

Section 4. All members should conduct themselves at all times in such a way that their conduct shall not bring discredit upon the South Carolina Advisory Committee On Educational Requirements For Local Government Planning Or Zoning Officials And Employees. All members should conduct themselves at all times to avoid the appearance of impropriety.

ARTICLE VIII

Amendments

Section 1. These bylaws may be amended by a majority of the Committee according to the procedures set forth in this ~~article~~ article.

Section 2. Changes to these bylaws may be recommended by a Subcommittee appointed by the Chairman for this purpose or suggested by any member of the ~~Committee~~ Committee. Proposed changes may be adopted accomplished at any properly called and noticed regular, special, or emergency meeting. Members must be provided a written copy of any recommended or suggested changes to these bylaws at least one month prior to any vote to approve the changes.

Section 3. Written or confirmed electronic notice must be made to each Committee member at least twenty-four hours prior to any meeting held for the purpose of amending these bylaws. Each notice of such meeting must clearly set forth the proposed changes that are to be considered.

ARTICLE IX

Procedure

Section 1. The Committee shall conduct its meeting in accordance with the procedures as set forth in Robert's Rules of Order, latest revised edition, except where these bylaws, or the laws of the State of South Carolina, provide otherwise.

Adopted by the authority of the South Carolina Advisory Committee On Educational Requirements For Local Government Planning Or Zoning Officials And Employees this 25 ~~th~~ the day of January, ~~2005~~ 2005.

By: _____
Chairman

Facilitators and Coordinators

(the below was pulled from the "Orientation Training Program Application" page)

Facilitator Qualifications

Facilitators are required for all approved Orientation Training Programs

All Facilitators must meet the following requirements:

1. Be in a position of authority
2. Be able to facilitate discussion
3. Be able to confirm attendance of participants
4. Facilitators must meet one of the following qualifications:
 - certification by the American Institute of Certified Planners;
 - a masters or doctorate degree in planning from an accredited college or university;
 - a license to practice law in South Carolina;
 - a master's degree in Public Administration; and have a role in local government

(the below was pulled from the various pages related to CE)

Coordinator Qualifications

All Coordinators must meet the following requirements:

- Be in a position of authority
- Have a working knowledge of the subject material as it pertains to the jurisdiction
- Have knowledge of the jurisdiction(s) attending the presentation
- Be able to facilitate discussion
- Be able to confirm attendance of participants
- Coordinators need not meet the exemption requirements of the State Code

Commented [KW1]: STEVE: We have previously distinguished between a "Facilitator" for Orientation Training programs and a "Coordinator" for Continuing Education programs. The primary difference was that the Facilitator had to be someone who met the exemption requirements while the Coordinator did not. With the change in the orientation programs to an online format we no longer have the need for a Facilitator. As some of the Continuing Education programs transition to an online program that tracks participation, the Coordinator will not be needed for all programs; but where attendance (and participation) cannot be confirmed by electronic means, there will be the need for someone to fill this role.

One question is whether that person needs to be in a position to do anything more than confirm attendance.

Commented [KW2]: STEVE: Are these all still valid? For any and all types of presentations? I am inclined to think that all we really need is someone who can confirm attendance. Having a knowledgeable person lead a thoughtful discussion would be great; but as a practical matter how can we realistically require or enforce that?

<https://www.scstatehouse.gov/SCPEAC/OrientationTrainingProgramApp.htm>

Orientation Training Program Application

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum 6-credit orientation program for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

~~Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. All formats must include facilitators as discussant leaders; no self-educational methods are authorized. (See below for facilitator qualifications.)~~

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Pursuant to its responsibilities to compile and distribute a list of approved orientation programs/courses, the Committee has established minimal requirements for applicants to provide orientation programs. While the Committee will accept individual proposals for modules within the orientation program, the Committee will give priority to those sponsors submitting a complete orientation program proposal.

A 6-credit orientation program should cover at least the following topics:

- Overview of the Comprehensive Planning Act
- Description of Zoning and Land Development Regulations
- Description of Related Regulations such as Capital Improvements Programs, Development Agreements, Design Regulations
- Description of the roles and responsibilities of the Council, Planning Commission, Zoning Officer, Boards of Zoning Appeals and Architectural Review, and Appellate Processes—concepts of legislative, administrative, and quasi-judicial functions
- Legal Issues for Planning and Zoning
- Freedom of Information, Conflicts of Interest Provisions, Section 1983 Liability, and related Ethics

[Preference will be given to proposals that utilize on-demand training that can track and confirm participation.](#)

Application Form Application Process

Applicants shall submit a detailed description of how they plan to deliver the Orientation Training Program. Committee members shall be given access to all program materials in the format in which the training is to be delivered. The Applicant shall demonstrate to the satisfaction of the Committee that the content meets the intent of the law and that attendance can be tracked and confirmed. A basic knowledge test is recommended. The Committee shall endeavor to complete its review within 30 days of receipt of a final and complete application.

Application for Accreditation of an Orientation Program

Facilitator Qualifications

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Orientation Training Program. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance](#)

Questions should be directed to:

Mr. Stephen G Riley, ICMA-CM
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4701

<https://www.scstatehouse.gov/SCPEAC/RequestForCertContEd.htm>

Request for Certification as an Approved Sponsor of Continuing Education Programs

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum of 3 hours of continuing education (CE) annually for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. ~~All formats must include a Coordinator. See below for information on Coordinator qualifications; no self-educational methods are authorized.~~ [In all cases, participation and attendance of individuals must be accomplished through the use of technology or via a designated individual who is in attendance for that purpose.](#)

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

The Committee has determined that certain organizations provide conferences and training programs that meet the standards for continuing education and may be pre-approved as Sponsors of such programs. Sponsors do not need to gain separate approval for individual program offerings. [List of Approved Sponsors](#).

Organizations wishing to become an Approved Sponsor should use the Application for Accreditation as a Sponsoring Organization of Continuing Education Programs. The Committee reserves the authority to audit and review programs of Approved Sponsors and to revoke the Approved Sponsor status if, in the sole determination of the Committee, the standards for continuing education programs are not being upheld.

[Application Form](#) [Application Process](#)

[Application for Accreditation as a Sponsoring Organization of Continuing Education Programs](#)

[Conditions for Sponsor-Provided Continuing Education Programs](#)

~~• The training is conducted in a group or classroom setting. No self-study or home study~~

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance.](#)

Questions pertaining to any of these applications or general information should be directed to:

Mr. Steve Riley, CM
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4700

<https://www.scstatehouse.gov/SCPEAC/ApprovedSponsorsContEd.htm>

Approved Sponsors of Continuing Education Programs

The following agencies, departments and organizations have been approved by the Committee as Continuing Education Program Sponsors, ~~under the conditions outlined below:~~

Conditions for Sponsor-Provided Continuing Education Programs

It is required that attendance and participation in any sponsor-provided continuing education program be tracked and a certificate of attendance generated. This can be accomplished through the use of technology or via a designated individual who is in attendance for that purpose.

Approved Agencies, Departments and Organizations

- Any Department or Agency of the United States Government
- Any Department or Agency of the State of South Carolina
- Any of the 10 Regional Councils of Government in the State of South Carolina
- ACE Basin NERR Coastal Training Program – [Contact CTP](#)
- AIA/South Carolina (South Carolina American Institute of Architects) – [Contact AIA/South Carolina](#)
- American Institute of Architects – [Contact AIA](#)
- American Institute of Certified Planners Certification Maintenance (CM) approved programs – [Contact AICP-CM program](#)
- American Planning Association – [Contact APA](#)
- American Society of Landscape Architects – [Contact ASLA](#)
- Coastal Carolina University/Division of Academic Outreach. - [Contact Coastal Carolina University/Division of Academic Outreach](#)
- Coastal Waccamaw Stormwater Education Consortium – [Contact CWSEC](#)
- College of Charleston North Campus – [Contact College of Charleston North Campus](#)
- International City/County Management Association – [Contact ICMA](#)
- Municipal Association of South Carolina – [Contact MASC](#)
- National Association of Counties – [Contact NACo](#)
- National Trust for Historic Preservation – [Contact NTHP](#)
- North Inlet Winyah Bay NERR Coastal Training Program – [Contact CTP](#)
- Planning Accreditation Board (PAB) Accredited Planning Schools In the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at <http://www.planningaccreditationboard.org> (go to Accredited Planning Programs).
- SCASLA (South Carolina American Society of Landscape Architects) - [Contact SCASLA](#)
- South Carolina Association of Counties – [Contact SCAC](#)
- South Carolina Chapter of the American Planning Association – [Contact SCAPA](#)
- South Carolina Community Loan Fund – [South Carolina Community Loan Fund](#)
- Trees SC – [Contact Trees SC](#)
- Urban Land Institute – [Contact ULI](#)

Coordinator Qualifications

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[A model Uniform Certificate of Attendance](#)

Becoming an Approved Sponsor of Continuing Education Programs

[Information on becoming an Approved Sponsor of Continuing Education Programs](#)

<https://www.scstatehouse.gov/SCPEAC/RequestForCertUpcomingContEd.htm>

Request for Certification of an Upcoming Continuing Education Program

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum of 3 hours of continuing education (CE) annually for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

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Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Application Form

All proposals will be reviewed by the Advisory Committee within 10 working days of receipt. If no concerns or objections are raised by the committee members, the application will be considered approved. If there are concerns, or additional information is required, applicants will be informed and a committee meeting will be scheduled at the earliest opportunity. Applicants will receive notice from the SCPEAC Chairman of the action taken.

[The Application for Accreditation of a Continuing Education Program](#)

Continuing Education Program Conditions

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance.](#)

Questions pertaining to any of these applications or general information should be directed to:

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<https://www.scstatehouse.gov/SCPEAC/LocalGovtCertofNeedContEd.htm>

Local Official's Certification of Need for a Continuing Education Program

The Committee recognizes that there may be occasions where a local government official identifies an existing continuing education program or offering, or an upcoming seminar, webinar, or other presentation, that would be particularly relevant and could meet all or a portion of the annual continuing education needs of that community.

However, for any number of reasons, getting the provider of the program to make application for South Carolina Planning Education Continuing Education (SCPEAC) credits may prove too time consuming, or costly, or simply impractical.

In such instances, the local government Planning Director, or the regional COG Director providing training for that local government, may make application on behalf of that local government only, certifying that this particular Continuing Education training offering meets the needs of the local government. [The Local Official must explain how attendance and participation will be confirmed.](#)

Local government certification is not needed for training programs provided by SCPEAC-approved Sponsors of Continuing Education Training Programs. [List of Approved Sponsors.](#)

Application Form

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[The Local Official's Certification of Need for a Continuing Education Program](#)

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WEBSITE REVISIONS - FINAL

BYLAWS

SOUTH CAROLINA ADVISORY COMMITTEE ON EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS AND EMPLOYEES

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Adopted by the authority of the South Carolina Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees this 25th day of January, 2005.

By: _____
Chairman

Orientation Training Program Application

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum 6-credit orientation program for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Pursuant to its responsibilities to compile and distribute a list of approved orientation programs/courses, the Committee has established minimal requirements for applicants to provide orientation programs. While the Committee will accept individual proposals for modules within the orientation program, the Committee will give priority to those sponsors submitting a complete orientation program proposal.

A 6-credit orientation program should cover at least the following topics:

- Overview of the Comprehensive Planning Act
- Description of Zoning and Land Development Regulations
- Description of Related Regulations such as Capital Improvements Programs, Development Agreements, Design Regulations
- Description of the roles and responsibilities of the Council, Planning Commission, Zoning Officer, Boards of Zoning Appeals and Architectural Review, and Appellate Processes—concepts of legislative, administrative, and quasi-judicial functions
- Legal Issues for Planning and Zoning
- Freedom of Information, Conflicts of Interest Provisions, Section 1983 Liability, and related Ethics

Preference will be given to proposals that utilize on-demand training that can track and confirm participation.

Application Process

Applicants shall submit a detailed description of how they plan to deliver the Orientation Training Program. Committee members shall be given access to all program materials in the format in which the training is to be delivered. The Applicant shall demonstrate to the satisfaction of the Committee that the content meets the intent of the law and that attendance can be tracked and confirmed. A basic knowledge test is recommended. The Committee shall endeavor to complete its review within 30 days of receipt of a final and complete application.

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Orientation Training Program. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance](#)

Questions should be directed to:

Mr. Stephen G Riley, ICMA-CM
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4701

Request for Certification as an Approved Sponsor of Continuing Education Programs

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum of 3 hours of continuing education (CE) annually for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. In all cases, participation and attendance of individuals must be accomplished through the use of technology or via a designated individual who is in attendance for that purpose.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

The Committee has determined that certain organizations provide conferences and training programs that meet the standards for continuing education and may be pre-approved as Sponsors of such programs. Sponsors do not need to gain separate approval for individual program offerings. [List of Approved Sponsors](#).

Organizations wishing to become an Approved Sponsor should use the Application for Accreditation as a Sponsoring Organization of Continuing Education Programs. The Committee reserves the authority to audit and review programs of Approved Sponsors and to revoke the Approved Sponsor status if, in the sole determination of the Committee, the standards for continuing education programs are not being upheld.

Application Process

All proposals will be reviewed by the Advisory Committee and applicants will be informed of the action taken with 30 days of receipt by the SCPEAC Chairman.

[Application for Accreditation as a Sponsoring Organization of Continuing Education Programs](#)

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance.](#)

Questions pertaining to any of these applications or general information should be directed to:

Mr. Stephen G. Riley, ICMA-CM
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4701

Approved Sponsors of Continuing Education Programs

The following agencies, departments and organizations have been approved by the Committee as Continuing Education Program Sponsors.

Note to Local Governments Using Sponsor-Provided Continuing Education Program

It is required that attendance and participation in any sponsor-provided continuing education program be tracked and a certificate of attendance generated. This can be accomplished through the use of technology or via a designated individual who is in attendance for that purpose.

Approved Agencies, Departments and Organizations

- Any Department or Agency of the United States Government
- Any Department or Agency of the State of South Carolina
- Any of the 10 Regional Councils of Government in the State of South Carolina
- ACE Basin NERR Coastal Training Program – [Contact CTP](#)
- AIA/South Carolina (South Carolina American Institute of Architects) – [Contact AIA/South Carolina](#)
- American Institute of Architects – [Contact AIA](#)
- American Institute of Certified Planners Certification Maintenance (CM) approved programs – [Contact AICP-CM program](#)
- American Planning Association – [Contact APA](#)
- American Society of Landscape Architects – [Contact ASLA](#)
- Coastal Carolina University/Division of Academic Outreach. - [Contact Coastal Carolina University/Division of Academic Outreach](#)
- Coastal Waccamaw Stormwater Education Consortium – [Contact CWSEC](#)
- College of Charleston North Campus – [Contact College of Charleston North Campus](#)
- International City/County Management Association – [Contact ICMA](#)
- Municipal Association of South Carolina – [Contact MASC](#)
- National Association of Counties – [Contact NACo](#)
- National Trust for Historic Preservation – [Contact NTHP](#)
- North Inlet Winyah Bay NERR Coastal Training Program – [Contact CTP](#)
- Planning Accreditation Board (PAB) Accredited Planning Schools in the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at <http://www.planningaccreditationboard.org> (go to Accredited Planning Programs).
- SCASLA (South Carolina American Society of Landscape Architects) - [Contact SCASLA](#)
- South Carolina Association of Counties – [Contact SCAC](#)
- South Carolina Chapter of the American Planning Association – [Contact SCAPA](#)
- South Carolina Community Loan Fund – [South Carolina Community Loan Fund](#)
- Trees SC – [Contact Trees SC](#)
- Urban Land Institute – [Contact ULI](#)

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[A model Uniform Certificate of Attendance](#)

Request for Certification of an Upcoming Continuing Education Program

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum of 3 hours of continuing education (CE) annually for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. In all cases, participation and attendance of individuals must be accomplished through the use of technology or via a designated individual who is in attendance for that purpose.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Application Form

All proposals will be reviewed by the Advisory Committee within 10 working days of receipt. If no concerns or objections are raised by the committee members, the application will be considered approved. If there are concerns, or additional information is required, applicants will be informed and a committee meeting will be scheduled at the earliest opportunity. Applicants will receive notice from the SCPEAC Chairman of the action taken.

[The Application for Accreditation of a Continuing Education Program](#)

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance.](#)

Questions pertaining to any of these applications or general information should be directed to:

Mr. Stephen G Riley, ICMA-CM
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4701

Local Official's Certification of Need for a Continuing Education Program

The Committee recognizes that there may be occasions where a local government official identifies an existing continuing education program or offering, or an upcoming seminar, webinar, or other presentation, that would be particularly relevant and could meet all or a portion of the annual continuing education needs of that community.

However, for any number of reasons, getting the provider of the program to make application for South Carolina Planning Education Continuing Education (SCPEAC) credits may prove too time consuming, or costly, or simply impractical.

In such instances, the local government Planning Director, or the regional COG Director providing training for that local government, may make application on behalf of that local government only, certifying that this particular Continuing Education training offering meets the needs of the local government. The Local Official must explain how attendance and participation will be confirmed.

Local government certification is not needed for training programs provided by SCPEAC-approved Sponsors of Continuing Education Training Programs. [List of Approved Sponsors](#).

Application Form

All proposals will be reviewed by the Advisory Committee within 10 working days of receipt. If no concerns or objections are raised by the committee members, the application will be considered approved. If there are concerns, or additional information is required, applicants will be informed and a committee meeting will be scheduled at the earliest opportunity. Applicants will receive notice from the SCPEAC Chairman of the action taken.

[The Local Official's Certification of Need for a Continuing Education Program](#)

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[The model Uniform Certificate of Attendance](#)

Questions pertaining to any of these applications or general information should be directed to:

Mr. Stephen G Riley, ICMA-CM
SCPEAC Chairman
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One Town Center Court
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FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

- **Where can the requirements for local government planning or zoning officials or employees be found?**
 - South Carolina Code 6-29-1310 – 1380. (<https://www.scstatehouse.gov/code/t06c029.php#6-29-1310>)
- **Who is required to receive educational training?**
 - Appointed officials who serve on a planning commission, board of zoning appeals, or board of architectural review.
 - Professional employees who are employed as a planning professional, zoning administrator, zoning official, or as a deputy or assistant to these positions.
- **What training is required?**
 - Officials and employees must attend a minimum of six (6) hours of orientation training, which must be completed within 180 days prior to and no later than 365 days after the initial appointment or employment.
 - Each year after, there is an annual requirement to attend at least three (3) hours of continuing education.
- **Where can I find more information on the state-mandated orientation training?**
 - The Municipal Association of South Carolina (MASC) and the South Carolina Association of Counties (SCAC) are both approved providers of state-mandated orientation training. For more information, please visit their websites.
MASC: <https://www.masc.sc/education-events/training-programs/planning-and-zoning>
SCAC: <https://www.sccounties.org/planning-and-zoning-education>
- **Are there subject matter requirements for the three hours of annual continuing education training?**
 - Yes. State Code Section 6-29-1340(c) identifies 17 subject matters that qualify for continuing education training (<https://www.scstatehouse.gov/code/t06c029.php#6-29-1340>). This list is not exhaustive. If you choose a subject matter not on the list, you should be prepared to justify the selection if challenged.
- **Are there limits or restrictions on the types of training or methods of delivery of the training for the orientation or continuing education offerings?**
 - The restrictions on delivery methods for orientation training are contained within the approvals granted to both MASC and SCAC for their offerings. See above for more information and a link to these organizations.
 - For continuing education offerings, the Committee requires that there be a method for the local government to confirm participation or attendance. This can be accomplished in a wide variety of ways. Home study or self-study methods where participation or attendance cannot be independently verified are not permitted.

- **Where can I find information on acceptable continuing education offerings?**
 - Please follow this link on our website for listing of agencies and organizations that have been pre-approved as providers or continuing education: (<https://www.scstatehouse.gov/SCPEAC/ApprovedSponsorsContEd.htm>).
 - If you are considering developing an in-house training program or one in conjunction with other local governments; follow this link for information on submitting an application to the Committee: (<https://www.scstatehouse.gov/SCPEAC/RequestForCertContEd.htm>).
 - If there is a training program offered by an organization that has not been preapproved, a request can be submitted for consideration of adding the organization to the list or an application can be submitted requesting approval of the program for use by your local government: (<https://www.scstatehouse.gov/SCPEAC/GettingApprovalforContEdPrograms.htm>).
- **Who is exempt from the education requirements?**
 - An appointed official or professional employee who has one or more of the following qualifications:
 - Certification by the American Institute of Certified Planners.
 - Holds a master's or doctorate degree in planning from an accredited college or university.
 - Holds a master's or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee.
 - Licensed to practice law in South Carolina.
 - The official or employee must file a certification form and documentation of exemption with the clerk to council by the first anniversary date of appointment or employment.
 - The official or employee must file a certification form and documentation of exemption with the clerk to council by the first anniversary date of the appointment.
- **I have a master's or doctorate degree or specialized training or experience in a field related to planning. Am I exempt?**
 - The Committee has interpreted Sec. 6-29-1330(D)(2) as giving it the ability to determine "categories of persons" who are exempt. The Committee does not have the authority to grant individual exemptions. Furthermore, the Committee has previously declined to create any such additional categories of exemptions. The Committee believes that everyone can benefit from the orientation training. With respect to the three hours annually of continuing education, the Committee believes that this is not a significant commitment of time and can be beneficial to all. The Committee has preapproved the continuing education offerings of many organizations and agencies and is open to considering other offerings brought to the Committee.
- **I have been appointed to a local board or commission in my community that is subject to these training and continuing education requirements. I was selected in part because of my professional certifications or credentials which carry with them their own continuing education requirements. Can my professional continuing education courses also count toward my planning education requirements?**
 - Yes, with two caveats. First the training must comply with the requirements of state law (see above or click here: <https://www.scstatehouse.gov/code/t06c029.php#6-29-1340>). Second the training offered must be from an agency or organization that has been approved by the Committee (<https://www.scstatehouse.gov/SCPEAC/ApprovedSponsorsContEd.htm>). If your professional organization, or training provider, is not on our list of approved providers, the Committee will consider adding them to the list.

- **What are the consequences for failure to comply?**

- An appointed official is subject to removal from office for cause as provided in Sections 6-29-350, 6-29-780, or 6-29-870 if he:
 - Fails to complete the requisite number of hours of orientation training and continuing education within the time.
 - Fails to file the certification form and documentation required.
- A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning/zoning entity if he:
 - Fails to complete the requisite number of hours of orientation training and continuing education within the time allotted.
 - Fails to file the certification form and documentation required.
- A local governing body must not appoint a person who has falsified the certification form or documentation required to serve in the capacity of an appointed official.
- A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required to serve in the capacity of a professional employee.

REVISED APPLICATIONS

APPLICATION FOR ACCREDITATION AS A SPONSORING ORGANIZATION OF CONTINUING EDUCATION PROGRAMS

1. Name and Address of Sponsoring Organization:

- a. Organization Name: _____
- b. Address: _____
- c. City: _____ Zip Code: _____
- d. Telephone: _____ Email: _____
- e. For COG Directors:
 - i. Name of COG: _____
 - ii. Address of COG: _____
 - iii. City: _____ Zip Code: _____
 - iv. Telephone: _____ Email: _____

2. Contact Information:

- a. Name of Contact: _____
- b. Title: _____
- c. Name of Organization providing/sponsoring the Program: _____
 - i. Telephone: _____ Email: _____

3. Sponsoring Organization Information:

- a. How long has this Organization been providing planning and zoning related Continuing Education programs?

- b. In what other States have you been approved or active, if any?

- c. Approximately how many CE programs or activities do you conduct annually? Include approximate number of credit hours.

4. Required attachments:

- a. Provide course outlines or brochures describing content, identifying and showing the professional qualifications of the instructors, listing the times devoted to substantive topics and showing the dates and locations of the last two CE programs which you sponsored. Prior conference brochures identifying the above information will suffice.
- b. If specific course topics are taught during your programs rather than a broad range of conferences, please submit copies of materials distributed to attendees at the last two CE programs.
- c. Provide at least one example of an evaluation form used in the last two years, or prepare a generic evaluation form that you propose to use for review by the SCPEAC. Each program must be evaluated.

5. Certification. By submitting this application, the applicant agrees to:

- a. Allow in-person observation, without charge, of CE activities by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member(s).
- b. The Sponsoring Organization acknowledges that its “approved sponsor” status may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

6. Application and program materials shall be submitted:

- a. Electronically to each of the Committee members emails as listed on the website (<https://www.scstatehouse.gov/SCPEAC/members.htm>); and
- b. Please cc all applications to the Chairman’s assistant, Krista Wiedmeyer at kristaw@hiltonheadislandsc.gov

APPLICATION FOR ACCREDITATION OF A CONTINUING EDUCATION PROGRAM

NOTE: This certification form, together with the required information referenced therein, shall be submitted to the Committee. If no objections are raised by a member of the SCPEAC within 10 business days of receipt, the continuing education program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled with appropriate public notice, as soon as reasonably possible, to review the application.

Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. The Committee will consider extenuating circumstances where the 30 day deadline cannot be met.

1. Name and address of organization providing or sponsoring the orientation program:

- a. Organization Name: _____
- b. Address: _____
- c. City: _____ State: _____ Zip Code: _____
- d. Telephone: _____ Email: _____

2. Contact Information:

- a. Name of Contact Person: _____
- b. Title: _____
- c. Telephone: _____ Email: _____

3. Information on program:

- a. Title of Program: _____
- b. Date(s) & Location(s): _____
- c. Brief description of the program and its content: _____

4. Method of presentation: _____

5. Description of materials to be distributed: _____

6. When are materials distributed (before or at the time of the program): _____

7. Instruction time: Indicate the total number of minutes of instruction time: _____

NOTE: Breaks, meals, and introduction should not be counted. A reasonable period of Q & A should be included and counted.

8. Method of Advertisement (describe how you plan to notify local officials of program): _____

9. Required attachments:

- a. Brochure, if available
- b. Course Presenter(s) and credentials (include brief resumes and qualifications)
- c. Copies of all handouts and course materials
- d. Evaluation Form and method of evaluation (each program must be evaluated)

10. Certification. By submitting this application, the applicant agrees to:

- a. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member(s).
- b. The applicant acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

11. Application and program materials shall be submitted:

- a. Electronically to each of the Committee members emails as listed on the website (<https://www.scstatehouse.gov/SCPEAC/members.htm>); and
- b. Please cc all applications to the Chairman's assistant, Krista Wiedmeyer at kristaw@hiltonheadislandsc.gov

**LOCAL OFFICIAL'S CERTIFICATION OF NEED
FOR CONTINUING EDUCATION PROGRAM**

NOTE: The Planning Director of a jurisdiction, or the COG Director serving a jurisdiction, may certify to the SCPEAC that a particular continuing education program is appropriate to meet the needs of that jurisdiction.

This certification form, together with the required information referenced therein, shall be submitted to the Committee. **If no objections are raised** by a member of the SCPEAC within 10 business days of receipt, the continuing education program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled, with appropriate public notice, as soon as reasonably possible, to review the application.

Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. The Committee will consider extenuating circumstances where the 30 day deadline cannot be met.

1. Certifying Official's Information:

- a. Name: _____
- b. Title: _____
- c. Jurisdiction for which certification is being made: _____
- d. Address of Jurisdiction: _____
- e. City: _____ Zip Code: _____
- f. Telephone: _____ Email: _____
- g. For COG Directors:
 - i. Name of COG: _____
 - ii. Address of COG: _____
 - iii. City: _____ Zip Code: _____
 - iv. Telephone: _____ Email: _____

2. Information on Educational Program:

- a. Title of Program: _____
- b. Name of Organization providing/sponsoring the Program: _____
 - i. Address: _____
 - ii. City: _____ Zip Code: _____
 - iii. Contact Person: _____
 - iv. Title: _____
 - v. Telephone: _____ Email: _____
- c. Date(s) & Location(s) of Program:

- d. Briefly describe the program and why it is relevant to your jurisdiction:

3. Method of presentation: _____

4. Description of materials to be distributed: _____

5. When are materials distributed (before the program, at the time of the program): _____

6. Instruction Time:

a. Indicate the total number of minutes of instruction time: _____

NOTE: Breaks, meals, and introduction should not be counted. A reasonable period of Q & A should be included and counted.

7. Local contact person (if other than Certifying Official):

a. Name: _____

b. Title: _____

c. Jurisdiction: _____

d. Telephone: _____ Email: _____

8. Required attachments:

- a. Course description and outline including estimated time per section
- b. Brochure, if available
- c. Course Presenter(s) and credentials (include brief resumes and qualifications)
- d. Copies of all handouts and course materials
- e. Evaluation Form and method of evaluation (each program must be evaluated)

9. Certification. By submitting this application, the applicant agrees to:

- a. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member(s).
- b. The Certifying Official acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

10. Application and program materials shall be submitted:

- a. Electronically to each of the Committee members emails as listed on the website (<https://www.scstatehouse.gov/SCPEAC/members.htm>); and
- b. Please cc all applications to the Chairman's assistant, Krista Wiedmeyer at kristaw@hiltonheadislandsc.gov

SUGGESTED MODEL

**UNIFORM CERTIFICATE OF ATTENDANCE FOR ORIENTATION PROGRAM AND
CONTINUING EDUCATION**

Name & Position: _____

Appointment/Employment Date: _____ Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (NOTE: a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement):

1. Program Name: _____ Course Number: _____

Sponsor: _____

Location: _____

Date: _____ Number of Hours: _____

2. Program Name: _____ Course Number: _____

Sponsor: _____

Location: _____

Date: _____ Number of Hours: _____

NOTE: Attach documentation of attendance

I am exempt from the orientation and continuing education requirements because:

- I am certified by the American Institute of Certified Planners
- I hold a masters or doctorate degree in planning from an accredited college or university
- I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the South Carolina Planning Education Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

Please describe your advanced degree or specialty: _____

- I am licensed to practice law in South Carolina

NOTE: Attach documentation of exemption

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: _____