



**SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE  
MEETING MINUTES**

**Tuesday, September 24, 2024, 11:00 a.m.**

**Conference Call Line: + 1 323-486-1906**

**Phone Conference ID: 616 226 3#**

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**Members Present:** Stephanie Tillerson, Chairperson; Andrea Melocik, Vice Chairperson and Committee Members, Dr. John Gabor, Mary Catherine Lawton, and Dr. Neil Woods

**Administrative Support Present:** Eric Budds and Urica Floyd with the Municipal Association of SC

1. **CALL TO ORDER** – Chairperson, Stephanie Tillerson called the meeting to order at 11:00 a.m.
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. **NEW BUSINESS**
  - a. Consideration of Continuing Education Program Approval Policy – Eric Budds began the meeting with a reading of the proposed new *SCPEAC Continuing Education Program Approval Policy and Procedure*. After discussion and edits to the years of experience requirement the policy was put to the board for a vote. Melocik motioned to approve the new *SCPEAC Continuing Education Program Approval Policy and Procedure*, Lawton seconded the motion. The motion was approved 5-0. (See attached Policy)
4. **ADJOURNMENT** – The meeting was motioned for adjournment by Melocik and seconded by Gabor. The motion passed 5-0. The meeting adjourned at 11:32 a.m.

**PUBLIC NOTICE**

**INTERESTED PARTIES MAY ATTEND THIS MEETING  
BY TELEPHONE OR VIRTUALLY**

**FOR QUESTIONS REGARDING ATTENDANCE,  
PLEASE CONTACT URICA FLOYD AT 803.354.4754**



## SCPEAC Continuing Education Program Approval Policy and Procedure

- Only continuing education programs approved by the SCPEAC may be used to fulfill the continuing education requirement for South Carolina planning officials. The term "program" includes training in any format that complies with the provisions in Section 6-29-1340 of the South Carolina Code of Laws as interpreted by the SCPEAC.
- There are three options for Continuing Education Program approvals:
  - **Approval as a Continuing Education Sponsor**
    - A CE Sponsor is an organization, department or agency at the national, state or regional level respected and viewed as an expert in one or more of the CE subjects listed in Section 6-29-1340 of the South Carolina Code of Laws.
    - The following organizations are currently approved as [CE Sponsors](#).
    - All CE programs offered by an approved CE Sponsor are approved to satisfy CE requirements for planning officials, provided that the program's subject matter addresses one or more of the educational subjects defined in Section 6-29-1340 of the South Carolina Code of Laws.
    - It is the responsibility of the CE host or individual subject to the CE training requirement to verify that the subject matter meets this requirement.
    - Additional organizations wanting to be approved as Continuing Education Sponsors must complete this [application](#) for the SCPEAC to consider approval of its application.
    - *The SCPEAC reserves the right to identify any organization, department or agency at the national, state or regional level that is respected and viewed as an expert in one or more of the CE subjects listed in Section 6-29-1340 of the South Carolina Code of Laws and approve them as a CE Sponsor without the need for an application submission to the SCPEAC.*
  - **Approval as a Continuing Education Instructor**
    - *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.*
    - *Individuals wanting to be approved as a Continuing Education Instructor must:*

- Complete an approved [Instructor Certification form](#) to document that the instructor possesses one or more of the following qualifications:
  - Certification by the American Institute of Certified Planners;
  - A master's or doctorate degree in planning from an accredited college or university;
  - A license to practice law in South Carolina, and
  - In addition to these qualifications, at least three years of combined experience, preferably at a planning director, senior planner or equivalent level.
  - Individuals who do not possess one or more of the educational credentials listed above may apply to the SCPEAC for consideration as a Certified Instructor if they have a bachelor's or master's degree in a related field and a minimum of five years of South Carolina planning experience preferably at a director, senior planner or equivalent level.
  - Approval at this level is at the discretion of the SCPEAC on a case-by-case basis.
- An Instructor Certification must be submitted to the clerk of the local governing body hosting the training and attached to the Certificate of Attendance filed by attendees for each CE program offered by the Certified Instructor.
- **Approval of Individual Continuing Education Programs**
  - Hosts of proposed CE programs that do not otherwise qualify for a review exemption as a CE Sponsor or Certified Instructor must submit an [Application for Accreditation of a Continuing Education Program](#) to the SCPEAC for review and approval.
  - A list of [approved CE programs](#) is housed on the SCPEAC website.
  - Qualified municipal and county planning officials may use the approved materials to hold CE training sessions for their officials without applying for approval. Attendance records must be maintained as outlined in Section 6-29-1360 of the South Carolina Code of Laws.