

## General Information

### Orientation Training for Local Planning/Zoning Officials and Employees

*Presented by the South Carolina Association of Counties  
In Cooperation with the SCETV Public Services Network*

Act 204 of 2003 requires new Planning and Zoning officials/employees to attend six hours of orientation training within 180 days prior to and no later than 365 days after initial appointment/employment. Thereafter, there is an annual requirement of three hours of continuing education. SCAC was the first organization to receive approval to provide this training.

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**Unless expressly exempted, officials who serve on a planning commission, board of zoning appeals or board of architectural review are required to receive this training. Employees who are planning professionals, zoning administrators or zoning officials, or their deputies/assistants, are also required to receive orientation training.**

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To satisfy the six-hour orientation training requirement, **SCAC rebroadcasts Parts I and II of the Orientation Training for Local Planning/Zoning Officials and Employees via the SCETV Public Services Network.** SCAC does not issue certificates for rebroadcasts or for requested viewings, nor do these rebroadcasts qualify for CLE credits. The county Clerk to Council will maintain the allocation of credits for viewing this training program.

**This training is provided FREE OF CHARGE.**

Persons are exempt from the educational requirements if they: 1) are certified by the American Institute of Certified Planners; 2) hold a masters or doctorate degree in planning from an accredited college or university; OR 3) are licensed to practice law in South Carolina.

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**NOTE: Failure to comply with the educational requirements or to timely file the required documentation may subject an appointed official to removal for cause and an employee to suspension or dismissal. It may also call into question any decision or recommendation made by officials or employees and opens the county up to liability.**

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If you have questions, please contact Lisa Maseng or Kathy Williams at 1-800-922-6081.