

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS**

Landscape Architect Information Sheet

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, verifications and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18 VAC 10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIRED DOCUMENTATION

Examination Applicants

- a completed *Landscape Architect License Application* and fee;
- a completed *Landscape Architect Degree Verification Form(s)* for applicants who hold a LAAB-accredited degree in landscape architecture. All other education must be verified with original official college transcripts; and
- documentation of the required years of experience:
 - ◆ LAAB accredited landscape architecture degree holders are required to submit 3 years of acceptable experience on completed *Landscape Architect Experience Verification Form(s)* prior to the license being issued; or
 - ◆ non-LAAB accredited landscape architecture degree holders are required to submit a completed *Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants* documenting a minimum of 8 years of combined education and experience which is required prior to being approved to sit for the exam.
- if you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

Comity Applicants with a CLARB Certificate Record (for those who have been licensed or certified in another state, the District of Columbia, or any territory or possession of the United States)

- a completed *Landscape Architect License Application* and fee; and
- a CLARB Certificate Record (submitted directly to the Virginia Board).

Comity Applicants without a CLARB Certificate Record (for those who have been licensed or certified in another state, the District of Columbia, or any territory or possession of the United States)

- a completed *Landscape Architect License Application* and fee;
- a completed *Verification of Landscape Architect Examination and Licensure Form* from a jurisdiction in which you passed a Landscape Architect examination and currently hold a Landscape Architect License, Certificate or Registration;
- a completed *Landscape Architect Degree Verification Form(s)* for applicants who hold a LAAB-accredited degree in landscape architecture. **All other education must be verified with original official college transcripts;** and
- non-LAAB accredited landscape architecture degree holders are required to submit a completed *Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants* documenting a minimum of 8 years of combined education and experience.

Reinstatement Applicants (for those whose license expired 5 or more years ago)

- a completed *Landscape Architect License Application* and reinstatement fee; and
- a completed *Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants* to document experience from the date of expiration of the license to the present.

EXPERIENCE

All experience must be verified on forms provided by the Department of Professional and Occupational Regulation. Any experience verified on forms other than those provided by the Department will not be considered. Resumes and attachments are not acceptable. A separate *Landscape Architect Experience Verification Form* should be completed for each employment engagement, including self-employment. For exam or comity applicants, a licensed or certified landscape architect employed in the firm (or a primary client) may verify experience. Each person verifying experience for the applicant should be listed on page 5 (*Landscape Architecture Review Summary Sheet*) of this application. Credit will be given for full-time work experience (minimum of 35 hours per week) only. No credit is allowed for non-verified experience.

VERIFICATION OF LICENSURE, CERTIFICATION OR REGISTRATION

Applicants applying for a license by comity must meet the Virginia eligibility requirements in effect at the time of original licensure or certification. No person shall be licensed who has not passed an examination in another jurisdiction that was substantially equivalent to that approved by the Board at the time of the applicant's original licensure or certification. If the applicant does not meet the requirements for Licensure in effect in Virginia at the time of original licensure or certification, the applicant will be required to meet the entry requirements current at the time the completed application for comity is received in the Board office or shall hold a CLARB certificate. The *Verification of Landscape Architect Examination and Licensure Form* is for the verification of out-of-state exams and/or licensure. It is the applicant's responsibility to ensure that the Virginia Board receives the verification along with other supporting documents as noted in these instructions.

TOEFLiBT (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be over two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available from:
Council of Landscape Architectural Registration Boards
3949 Pender Drive, Suite 120
Fairfax, VA 22030
Telephone: (571) 432-0332
Web Site: www.clarb.org



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 LANDSCAPE ARCHITECT LICENSE APPLICATION**

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at www.dpor.virginia.gov prior to applying for Licensure.

Select the **one** method by which you are applying for a Virginia Landscape Architect License.

Method of Licensure	Trans	Fee	X
By examination	1005	\$125.00	<input type="checkbox"/>
Is this the first time you have applied in Virginia to take the exam? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, please provide the month and year in which you last sat for the exam.			
By comity	1021	\$125.00	<input type="checkbox"/>
Are you applying with an CLARB Certificate Record Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reinstatement of Landscape Architect Lic. No. 0406 that expired 5 or more years ago	4020	\$360.00	<input type="checkbox"/>

1. Name _____
 Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number * - -
 * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Date of Birth _____

4. Address (PO Box not accepted) _____

 City State Zip Code

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers.

5. E-mail Address _____

6. Contact Numbers Primary Telephone _____ Ext _____
 Alternate Telephone _____ Ext _____
 Facsimile _____

7. Education

	Institution	Degree BS, BA...	Major	MM/YY Completed
Bachelors				
Masters				
Ph.D.				

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
						0406	

8. Are you applying through comity?

No

Yes If yes, do you have a CLARB Certificate?

Yes If yes, your CLARB Certificate Record must be submitted directly to the Board office.

No If no, the following documentation must accompany your completed application:

1. *Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants* documenting a minimum of 8 years of combined education and experience (see Landscape Architect Equivalency Table in the Board regulations)
2. *Landscape Architect Verification of Examination and Licensure Form(s)* from each jurisdiction in which you passed a Landscape Architect examination or currently hold a Landscape Architect License, Certification or Registration

Enter **all** your current Landscape Architect Licenses, Certifications and Registrations in the following table. If you hold more than 3 licenses, attach a separate sheet of paper listing the information requested in the table.

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration No.	Expire Date
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		

9. Have you graduated from an LAAB-accredited landscape architecture curriculum approved by the Board?

No If no, you must document a minimum of 8 years of combined education and experience (see Landscape Architect Equivalency Table in the Board regulations) required for submission to a CLARB-prepared examination or Board-approved equivalent examination. Experience and/or education must be verified on *Landscape Architect Experience Verification Forms for Examination and Comity Applicants*, *Landscape Architect Degree Verification Forms* and/or official school transcripts.

Yes If yes, attach a *Landscape Architect Degree Verification Form* to verify your professional degree in landscape architecture. In addition, applicants who hold an LAAB-accredited degree in landscape architecture are required to submit *Landscape Architect Verification Form(s)* documenting 3 years of acceptable experience prior to the license being issued.

10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

11. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record: a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

12. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Landscape Architect License. I certify that I understand and have complied with all the laws of Virginia related to landscape architects under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____

Date _____

LANDSCAPE ARCHITECTURE REVIEW SUMMARY SHEET

Applicant's Name	Review No.
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APPLICANT'S USE				BOARD USE			
EDUCATION	COLLEGES & UNIVERSITIES	YEARS ATTENDED	DEGREE	CATEGORY	CREDITS		COMMENTS
					EDU	TRAINING	
				TOTAL			
TRAINING	LIST EMPLOYERS	FULL TIME	PART TIME	CATEGORY	CREDITS		COMMENTS
					EDU	TRAINING	
				TOTAL			
BOARD MEMBER	ACTION	APPROVE	INCOMPLETE	INITIALS	DATE	COMMENTS	
	REINSTATE/EXAM/LICENSE						

Comments