

**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 this completed application package is received at the Board office. Completed application packages must include all required documentation, references, 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 18VAC10-20-85, 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;
- completed Landscape Architect Degree Verification Form(s) for applicants who hold an 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 architect degree holders are required to submit three years of acceptable experience on completed Landscape Architect Experience Verification Form(s) prior to the license being issued; or
  - ✦ non-LAAB-accredited landscape architect degree holders are required to submit completed Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants documenting a minimum of eight 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;
- 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;
- completed Landscape Architect Degree Verification Form(s) for applicants who hold an 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 completed Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants documenting a minimum of eight years of combined education and experience.

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

- a completed Landscape Architect License Application and reinstatement fee;
- 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 6 (Landscape Architecture Review Summary Sheet) of this application. Credit will be given for full-time work experience (a minimum of 30 hours per week) only. No credit is allowed for non-verified experience.

## VERIFICATION OF LICENSURE, CERTIFICATION OR REGISTRATION

Applicants applying for licensure by comity must meet the Virginia eligibility requirements in effect at the time of their 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 more than 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

Website: [www.clarb.org](http://www.clarb.org)



8. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

9. Education

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

10. 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, you must submit the following documentation with your completed application:

1. Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants documenting a minimum of eight 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.

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration Number	Expiration 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"/>		

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

No  If no, you must document a minimum of eight 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 Architecture Verification Form(s) documenting three years of acceptable experience prior to the license being issued.

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

No

Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any felony? Any plea of nolo contendere shall be considered a conviction.

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a misdemeanor in the last 10 years? Any plea of nolo contendere shall be considered a conviction.

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

14. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession 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	COLLEGE & 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					COMMENTS	
	REINSTATE/EXAM/LICENSE	APPROVE	INCOMPLETE	INITIALS	DATE		

Comments: