LANDSCAPE ARCHITECT LICENSE APPLICATION INSTRUCTIONS

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application package 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.

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. Once the application is received by the Board office, the examination will be forwarded to the applicant and must be completed and returned for scoring. Applicants will only be notified if they did not achieve a passing score on this examination.

REQUIREMENTS FOR LICENSURE

Examination Applicants

- Applying by Examination*

- Landscape Architect License Application, application fee; and
- Experience Verification Form(s)** documenting the required experience.
- Landscape Architect Degree Verification Form(s) or official school transcript(s)**.
- Three Landscape Architect Reference Forms (less than one year old);
- Successfully pass a Board approved examination.

** A CLARB record may be submitted in lieu of degree and experience verification forms. However, references must still be submitted on Board form.

- Reapplying for Examination Eligibility

- If an applicant's original exam eligibility period has expired, the applicant may reapply using this application. The original eligibility period must be expired (for less than 6 months) and the applicant must have taken at least one examination during the previous eligibility period. If the applicant does not meet these requirements, they are required to resubmit new references with this application, along with a new application fee.

- Applying by Comity with a CLARB Certificate Record

  (for those who have been licensed in another state, jurisdiction, possession or territory of the United States)

  - Landscape Architect License Application, application fee; and
  - Council of Landscape Architect Registration Board (CLARB) Certificate Record that includes verification of current licensure in another state, jurisdiction, territory of the United States.

- Applying by Comity without a CLARB Certificate Record

  (for those who have been licensed in another state, jurisdiction, possession or territory of the United States)

  - Landscape Architect License Application, application fee; and
  - Three Landscape Architect Reference Form (less than one year old);
- **Experience Verification Form** to document all required experience;
- **Degree Verification Form** or official transcript; and
- **Verification of Examination and Licensure Form** to verify a passing grade on a nationally-recognized examination which leads to licensure as a landscape architect and verification of current licensure in another state, jurisdiction, territory of the United States.

➤ Applying to **Reinstate a license** (for those whose license expired **five or more** years ago)
  - **Landscape Architect License Application**, reinstatement **fee**;
  - Documentation showing successful completion of 16 hours of continuing education completed in the last 2 years;
  - Three **Landscape Architect Reference Forms** (less than one year old); and
  - **Experience Verification Form** to document experience from the **date of expiration** of the license to the **present**.

**TOEFL iBT**
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 TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. A score of 20 or better is required in each exam category. Score reports shall not be more than two years old at the time of application.

**EXAMINATION**
Additional information concerning the examination is available at:
The Council of Landscape Architectural Registration Boards (CLARB)
1840 Michael Faraday Drive Suite 200
Reston, Virginia 20190
Telephone: 571-432-0332
Website: [www.clarb.org](http://www.clarb.org)
Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233-1485  
(804) 367-8506  
www.dpor.virginia.gov

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 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: https://www.dpor.virginia.gov/Boards/APELS prior to applying for licensure.

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

<table>
<thead>
<tr>
<th>X</th>
<th>Method of Licensure</th>
<th>Trans</th>
<th>Fee</th>
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<tr>
<td>☐</td>
<td>By Examination</td>
<td>1005</td>
<td>$125.00</td>
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<tr>
<td>☐</td>
<td>By Comity</td>
<td>1021</td>
<td>$125.00</td>
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<tr>
<td>☐</td>
<td>Reinstatement of VA Landscape Architect License that expired 5 or more years ago</td>
<td>4020</td>
<td>$365.00</td>
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</table>

1. Have you ever held a Virginia Landscape Architect License or certification?  
   No ☐ Yes X ☐  
   If yes, provide the license number and expiration date below
   - VA License Number:
   - Expiration Date:

   ➤ If the license expired more than 6 months ago, but less than 5 years, you are required to reinstate the Virginia Landscape Architect License by completing a Landscape Architect License Reinstatement Application. DO NOT COMPLETE THIS LICENSE APPLICATION.
   ➤ For a Landscape Architect license that expired 5 or more years ago, you are required to complete this application and pay the reinstatement fee.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)
   - Last (required)  
   - First (required)  
   - Middle

3. Provide one of the following identification numbers:
   - Social Security Number and/or Virginia DMV Control Number
   - Virginia DMV Control Number

   ➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

4. Date of Birth  
   MM/DD/YYYY

5. Maiden or Former Name(s)

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

0406
6. **Mailing Address (PO Box accepted)**
   The mailing address will be printed on the license.

<table>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</table>

   □ Check here if Street Address is the same as the Mailing Address listed above.

7. **Street Address (PO Box not accepted)**
   **PHYSICAL ADDRESS REQUIRED**

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

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</table>

8. **Contact Numbers**
   
   Primary Telephone
   Alternate Telephone

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

10. **Are you re-applying for exam eligibility?**
    
    No □
    Yes □ If yes, review the requirements below and then skip to question #15.

    **Requirements for re-applying for exam eligibility:**
    
    *The original eligibility period must be expired (for less than 6 months) and the applicant must have taken at least one examination during the previous eligibility period. If the applicant does not meet these requirements, they are required to resubmit new references with this application.*

11. **Are you applying to reinstate a license?**
    
    No □
    Yes □ If yes, provide the following information and then skip to question #15:

    1) Training certificates or other documentation showing successful completion of 16 hours of CE requirements; 2) three Landscape Architect Reference Forms documenting your competence and integrity to engage in the practice of architecture; and 3) Landscape Architect Experience Verification Form(s) documenting the required experience from the time of expiration to the present.

    The board will evaluate the application and all supporting documents to determine if the applicant remains qualified to be a regulant of the board.

    Skip to question #15.

12. **EDUCATION** - Complete the following table for your educational experience:

    | Institution | Degree (BS, BA...) | Major | MM/YY Completed |
    |-------------|--------------------|-------|-----------------|
    | Bachelors   |                    |       |                 |
    | Masters     |                    |       |                 |
    | Ph.D.       |                    |       |                 |
13. Are you applying through comity?
   No □ If no, continue on to question #14.
   Yes □ If yes, complete the following questions and then skip to question #15:
   
   1. Are you applying with a CLARB Certificate?
      No □ If no, provide the following documentation:
      a. Landscape Architect Experience Verification Form(s) documenting the required training/experience of a minimum of three years or more, depending on your education;
      b. Three Landscape Architect Reference Forms documenting competence and integrity to engage in the practice of architecture;
      c. A Landscape Architect Degree Verification Form or original official school transcript.
      d. Verification of Examination and Licensure Forms from each jurisdiction in which you passed an landscape architect examination and currently hold a Landscape Architect License, Certification or Registration.
      
      Yes □ If yes, the CLARB Certificate Record must be transmitted directly to the Board office.

2. List all current Landscape Architect Licenses, Certifications and Registrations you hold in another state, jurisdiction, possession or territory of the United States (Then skip to question #15.)

<table>
<thead>
<tr>
<th>State/Jurisdiction</th>
<th>Did you pass a written exam?</th>
<th>License, Certification or Registration Number</th>
<th>Expiration Date</th>
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<td>Yes □ No □</td>
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14. Do you have a LAAB-accredited degree?
   No □ If no, you must submit the following documents:
   a. Official school transcript(s)*
   b. Completed Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants documenting a minimum of 8 years of combined education and experience in accordance with regulation 18VAC10-20-420.2*
   c. Three Landscape Architect Reference Forms documenting competence and integrity to engage in the practice of landscape architecture.
   
   Yes □ If yes, you must submit the following documents:
   a. Completed degree verification form or official school transcript(s)*
   b. Three Landscape Architect Reference Forms documenting competence and integrity to engage in the practice of landscape architecture

* A CLARB record may be submitted in lieu of the Board’s education and experience forms; however, references must still be submitted on the Board's form.

15. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
   No □ If no, complete
   Yes □ Complete the Disciplinary Action Reporting Form.

16. 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?
   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 any non-marijuana **misdemeanor**?

- No [ ]
- Yes [ ]
  If yes, complete the [Criminal Conviction Reporting Form](#).

17. 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

### APPLICANT'S USE

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<tr>
<th>COLLEGE &amp; UNIVERSITIES</th>
<th>YEARS ATTENDED</th>
<th>DEGREE</th>
<th>CATEGORY</th>
<th>CREDITS</th>
<th>EDUCATION</th>
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**TOTAL**

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**TOTAL**

### BOARD MEMBER ACTION

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Comments:

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