

Landscape Architect License Application

Use this form to apply for a landscape architect license. Or apply online: <https://professions.dol.wa.gov>. The Washington State Board of Licensure for Landscape Architects (Board) has adopted the national Landscape Architect Registration Examination (LARE) developed by the Council of Landscape Architectural Registration Boards (CLARB) as the state exam. Your licensure is based on:

- Qualifications verified by the successful completion of the exam.
- Experience verified by documentation of education and practical work experience.

There are three ways to apply:

- **If you have a Landscape Architectural Accreditation Board (LAAB) accredited degree** by registering for examination through CLARB.
- **If you do not have a LAAB accredited degree** by approval for examination through the Board.
- **If you are licensed in another state or country** through reciprocity.

Notify us in writing of any changes in address or telephone numbers while you are in the application and examination process or at any time thereafter.

Your license will be issued after successful completion of the examination and experience requirements. A wall certificate suitable for framing will follow in approximately 60 days. If you have any questions, call the Board at 360-664-1837 or email landscape@dol.wa.gov.

Registration

Registration for exam through CLARB

Exam candidates who meet CLARB criteria will have their LARE activity managed by CLARB. If you have a LAAB-accredited Bachelor's or Master's degree, you will work directly with CLARB to register for and complete the LARE.

1. Notify CLARB that you are seeking licensure in the state of Washington.
2. If you meet CLARB's standards of eligibility for test center candidates, CLARB will:
 - Register you to begin testing. **You must successfully complete the entire exam within a five-year period.** If the entire exam is not completed within the five-year period, you will need to retake the entire exam.
 - Process your score reports and compile your test history.
 - Forward your full record to the Board once you complete the exams.
3. After you have completed your licensing requirements through CLARB, submit the following documents and fees to the Board:
 - **If you have a CLARB Council Record**, submit:
 - Your CLARB Council Record. Contact CLARB to have it sent directly to the Board office.
 - A completed Landscape Architect Licensure Application, sections 1, 3, and 5.
 - A check or money order payable to the Department of Licensing for the exam application and initial license fees.
 - **If you DO NOT have a CLARB Council Record**, submit:
 - Your exam scores. Contact CLARB to have them sent directly to the Board office.
 - A completed Landscape Architect License Application (sections 1 through 5).
 - Official transcripts (sent directly from the college or university).
 - Employment and Experience Verification form sent directly from your employment verifiers.
 - A check or money order payable to the Department of Licensing for the exam application and initial license fees.

Registration *(continued)*

Registration for exam through CLARB *(continued)*

- The law review exam, located at dol.wa.gov/professional-licenses/landscape-architects. This exam covers sections of the following laws: Growth Management Act, State Environmental Policy Act, Endangered Species Act, Shoreline Management Act, and The Law Relating to Landscape Architects.
- Initial examination application fee – **\$328** (non-refundable)
- Initial two-year license fee – **\$590**

Registration for exam through the Board

If you are applying with a non-accredited degree or work experience only, you will need a high school diploma and at least eight years of practical landscape architecture experience. Six years of this experience must be under a licensed landscape architect. Post-secondary education in landscape architecture or a related field may substitute for up to two years of experience.

1. Submit the following documents and fees to the Board:

- Sections 1 through 5 of this application.
- Initial examination application fee – **\$328** (non-refundable).
- Employment and Experience Verification form sent directly from your employment verifiers.
- Official transcripts if applicable (sent directly from the college or university).

You will be notified of any deficiencies or missing documents in your application.

Approval of eligibility to take the exam will be sent on completion of the application.

2. Once you are approved to sit for the LARE, contact CLARB to begin scheduling the exams.

3. Following approval of your application, CLARB will administer the exam. You must successfully complete the entire exam within a five-year period. If not, you must retake the entire exam.

4. After you have completed the LARE, submit the following to the Board:

- The law review exam located at dol.wa.gov/professional-licenses/landscape-architects. This exam covers sections of the following laws: Growth Management Act, State Environmental Policy Act, Endangered Species Act, Shoreline Management Act, and The Law Relating to Landscape Architects.
- Initial two-year license fee – **\$590**

Licensure through reciprocity

To qualify for reciprocity, you must:

- Have a current landscape architect license in good standing in another CLARB-recognized jurisdiction.
- Provide evidence that your qualifications and experience are equivalent to those required under WAC 308-13-050.

If you have a CLARB council record

1. Submit the following:

- Application (sections 1, 3, and 5 only).
- The Law Review Exam located at dol.wa.gov/professional-licenses/landscape-architects. This exam covers applicable sections of the following laws: Growth Management Act, State Environmental Policy Act, Endangered Species Act, Shoreline Management Act, and The Law Relating to Landscape Architects.
- Reciprocity application fee – **\$590**
- Initial two-year license fee – **\$590**

2. Contact CLARB to order your Council Record. It must be sent directly from their office to the Washington State Board office.

Registration *(continued)*

Licensure through reciprocity *(continued)*

If you do not have a CLARB council record

1. Submit the following:
 - Application.
 - Documentation of practical work experience as outlined in WAC 308-13-020 (1)(b):
 - If you have a degree, submit documentation of qualifying work experience totaling at least three years under the supervision of a licensed landscape architect.
 - If you do not have a degree, submit documentation of qualifying work experience totaling at least eight years. Of these eight years, at least six must be under the supervision of a licensed landscape architect.
 - If applicable, have official transcripts sent directly to us from the issuing institution(s).
 - The Law Review Exam located at dol.wa.gov/professional-licenses/landscape-architects. This exam covers sections of the following laws: Growth Management Act, State Environmental Policy Act, Endangered Species Act, Shoreline Management Act, and The Law Relating to Landscape Architects.
 - Reciprocity application fee – **\$590** (non-refundable)
 - Initial two-year license fee – **\$590**
2. Have your current license certification and exam scores sent directly to us from the issuing jurisdictions.

Out-of-country applicants

If you are from another country and seeking reciprocity, your application will be reviewed by the Board to determine if your qualifications are equivalent to those required under Washington law. You must have passed an exam for licensure equivalent to the CLARB examination as approved by the Board.

If you have a college degree from a foreign country, contact CLARB (clarb.org) to start a council record. CLARB will help you determine if you need an educational evaluation report.

Mailing instructions

Send the completed application form, supporting documents or other required attachments with check or money order, payable to Department of Licensing, to:

Washington State Board of Licensure for Landscape Architects
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401

If you have questions, call 360-664-1497 or email landscape@dol.wa.gov.



Landscape Architect License Application

Apply for a landscape architect license.

Online: <https://professions.dol.wa.gov>

Or mail this completed application and send pages 3 and 4 with a check or money order, payable to the Department of Licensing, to:

Washington State Board for Licensure for Landscape Architects
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401



For questions or language help call: 360-664-1837

License method (check one):

- Direct registration via CLARB
- Board approval to take exams
- Reciprocity

Licenses are available for self-printing with an online account.

If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

\$0 self-print license online.

\$5 each. DOL print and mail license. Quantity _____ Total \$ _____

1. Applicant

TYPE or PRINT Name as you would like it to appear on your license		Former name (if applicable)	
Full legal name (First, Middle, Last)			
Social Security number* (or ITIN, Green Card, Canadian SIN)		Date of birth (mm/dd/yyyy)	
Mailing address			
City		State	ZIP code
County			
10-digit daytime phone number		Email	
Military? (check if applicable)			
Current or former: Military member Military spouse or domestic partner			
<p>For Service members and their spouses: When a Service member and their spouse must move due to Military orders, Washington state may recognize their current license or certificate if they provide the following:</p> <ol style="list-style-type: none">1. A copy of the military orders with this application;2. A license that is in good standing in all states where the individual held their license before.<ol style="list-style-type: none">a. During application review, DOL may request an original Certification of Licensure or Letter of Good Standing from each state.b. There may be continuing education requirements needed for DOL to recognize the license.			

*You are not required to have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN or TIN) to apply for or be issued a license. If you do not have an SSN or ITIN, leave that section blank. If you do have a SSN, ITIN or TIN, you are required by federal and state law to provide it on the application (42 U.S.C. 666(a)(13) and RCW 74.20A.320).

1. Applicant (continued)

Military (continued)

3. Complete the following table if you hold a license issued by any state (excluding Washington).

State	License number	Expiration date

Would you like to be added to the Board's electronic mailing list?

Yes No

If CLARB certified, enter certification number

Reciprocity only

State where currently licensed	Date of original registration	Registration number	State where qualifying exams taken
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2. Education

Name of college, university, technical school	Location	Dates of attendance (From/To)	Degree
Applicable education and supplemental training	Location	Dates of attendance (From/To)	Certificate/Degree/Other

3. Legal background

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? Yes No
2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) Yes No

4. Qualifying experience *(List most recent first)*

Include only practical work experience performing activities involved in the practice of landscape architecture. A resume alone is not enough.

Full name and complete current address of employer, including self employment and military service	Period of employment From/To (month/year)	Length of employment		Nature of service performed List types of projects, major duties	Verifier's name Attach the Employment and Experience Verification form for each verifier you list.
		Months	Hours		
	From		Hours per week		
	To		Hours per month		
	From		Hours per week		
	To		Hours per month		
	From		Hours per week		
	To		Hours per month		
	From		Hours per week		
	To		Hours per month		
	From		Hours per week		
	To		Hours per month		
	From		Hours per week		
	To		Hours per month		
Total months _____					

5. Certification

Answer the following

- | | | |
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| 1. Do you authorize any business associates (past and present) and any governmental agencies (local, state, or federal) to release to the Department of Licensing any information, files, or records which may be required for a background investigation? | Yes | No |
| 2. Do you understand that if you provide any false information in this application we may deny, suspend, or revoke your license to practice in Washington? | Yes | No |

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name

X

Date and place

Applicant signature

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the State of Washington.