



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
 7 Eagle Square, Concord, NH 03301
 Phone: 603-271-2152

APPLICATION FOR LICENSURE AS A LANDSCAPE ARCHITECT

- Landscape Architect Registration Exam
- CLARB Certification
- Direct to State Application

1. General Information

Name _____		
Last	First	Middle
Names Previously Used (if applicable) _____		SS# _____
<input type="checkbox"/> Residence Address _____		
Business Name & Position _____		
<input type="checkbox"/> Business Address _____		
Indicate mailing address by check box		
Business Phone _____		Home Phone _____
Email: _____		Date of Birth _____
Citizenship <input type="checkbox"/> Birth or <input type="checkbox"/> Naturalized		Place of Birth: _____

2. Registration/Licensure Information

State in which First Certified/Registered as a Landscape Architect		License Number	
Date of Licensure	Expiration Date	Is License now in force?	
If License is not in force, why?			
Licensed by CLARB?	If not, how?		
Location of Exam	Date	Grade Awarded	
Have you previously applied for a Landscape Architect license in New Hampshire ?			Status?

Professional Licenses: List all states where you hold or have held registration/certification/licensure. Use a separate sheet if necessary.

License #	State	Year Licensed	# Hours Written Exam?	Reciprocity or Grandfather	Active or Lapsed?

3. General Information Questions

CHECK ONE:

YES NO

- a. Have you ever been convicted of any felony or any misdemeanor, or a violation associated involving landscape architecture or the practice of landscape architecture? If so, name the court, the details of the offense and the date of conviction and the sentence imposed. YES NO
- b. Have you ever lost or been denied registration/licensure as a landscape architect or disciplined by another licensing board in any other state? if so, provide an explanation of the circumstances YES NO
 If the answer is yes to any of the above questions, submit a written explanation with your application

4. CLARB RECORD:

A CLARB record is for licensed landscape architects who practice in multiple states.

YES NO

Do you have a CLARB Council Record? YES NO

I have requested CLARB to transmit my Council Record to the Board Office on:
 Indicate Date Transmittal Requested

5. Membership in Professional or Scientific Associations

Name Of Organization	Location	Grade Or Membership	Date

6. Education - Official transcripts are required and must be sent directly to the board office from the college or university.

Institution	Location	From	To	Major	Degree Awarded	Date Awarded
Secondary School						
Colleges and/or Universities						

7. **Reference of Character and Qualifications** - Applicant will give the name and address of not fewer than five reputable citizens, unrelated to the applicant, of whom at least three shall be landscape architects, having personal knowledge of the applicant's experience. No member of the board will be accepted as reference. Name of persons listed under item 7, "Experience," may also be used as references.

Name	Address including zip code	Occupation	Business Relationship to applicant

8. **Practical Experience** - This information described below is a summary of your employment and should start with your first employer. Use this page as a summary and place detailed information pertaining to experience on the required supplemental experience record. **Please key all sheets**

Date of Employment	1. Name of Employer- Title of Position	Name and present address of someone familiar with each position, preferably a person to whom applicant reported or with whom he/she was associated.
Indicate month & year	2. Location and Character of Each Position	
Total time employed	3. Degree of Responsibility	

9. SUPPLEMENTARY EXPERIENCE RECORD IN DETAIL

- ✓ **Read instructions carefully.** The Supplementary Experience Record is vital to the Board's evaluation of your Landscape Architecture experience.
- ✓ **Affix** your signature and date to all sheets. Use plain white pages and number consecutively. Number each landscape architecture project and/or assignment to correspond with the key of Section 8 of your application.
- ✓ **List and identify** your projects and/or assignments in chronological order, starting with your first landscape architect project and/or assignment, be specific in identifying the portion of the work you were personally responsible for. Identify the project by job title, name of client, location of project, total cost and cost of the portion you were personally responsible for, note success or failure of each project
- ✓ **Read your first draft critically.** Does it show a reviewer, who is not familiar with you or your experience, the degree of forestry expertise you applied?
- ✓ **Ensure that your projects verify the years of experience required for licensure per Lsa 302.01(c)**

10. Affidavits

I have read the contents hereof and clearly understand that the correctness and truth of your statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

Signature: _____

Date: _____

STATE OF NEW HAMPSHIRE BOARD OF LANDSCAPE ARCHITECTS
CANDIDATE REQUIREMENTS

310-A:146 Eligibility Requirements for Licensure as a Landscape Architect.

I. Each applicant for licensure as a landscape architect shall meet one of the following requirements:

(a) Possession of an accredited 4-year landscape architecture degree or equivalent, and 3 years professional experience under the direct supervision of a licensed landscape architect; or

(b) Possession of a non-accredited 4-year landscape architecture degree or a 4-year degree in a related field and 5 years professional experience, 3 of which shall be under the direct supervision of a licensed landscape architect; or

II. The board shall have the discretion to reject an applicant who is not of good professional character, as evidenced by:

(a) Conviction for commission of a felony;

(b) Misstatement of facts by the applicant in connection with the application;

(c) Violation of any of the standards of conduct required of landscape architects as they are set forth in this subdivision or in rules adopted by the board; or

(d) Practicing landscape architecture without being licensed in violation of laws of the jurisdiction in which the practice took place.

III. Upon complying with the preliminary requirements set forth in this section, the applicant shall, in order to become licensed, pass written examinations as provided in RSA 310-A:151, except as otherwise provided in RSA 310-A:153.

IV. Following the effective date of the initial adoption by the board of rules under RSA 541-A, the board may issue licenses to applicants whose applications for licensure have been received during a one-year period following the effective date of adoption of the rules, who provide evidence satisfactory to the board of knowledge and experience equivalent to the requirements set forth in subparagraphs I(a) or (b), and who meet the examination requirements of RSA 310-A:151.

Lsa 302.01 Candidate Requirements.

(a) Candidates for licensure shall meet the requirements established by RSA 310-A:146 before a license shall be granted. The board shall require documentation of the applicant's education and work experience to help determine competency.

(b) Experience in the practice of landscape architecture shall be of a grade and character that indicates to the board that the applicant is competent to practice as a landscape architect as determined pursuant to LSA 302.02. The board shall also require documentation of the applicant's work products to help determine competency.

(c) Qualifications shall be determined as follows:

- (1) Applicants possessing an accredited 4-year landscape architecture degree or equivalent, shall have 3 years professional experience under the direct supervision of a licensed landscape architect; or
- (2) Applicants possessing a non-accredited 4-year landscape architecture degree or a 4-year degree in a related field including, but not limited to, engineering, architecture, geology, geography, planning, botany, forestry, environmental design, garden design, environmental studies, environmental science, ecology or soil science shall have 5 years professional experience, 3 of which shall be under the direct supervision of a licensed landscape architect.

(d) Experience shall be in accordance with the rules of professional conduct set forth in Lsa 501. Conduct proscribed by the rules of professional conduct, when performed by an unlicensed person or during a prior period of licensure, shall result in denying a license application or issuing a restricted license.

(e) The applicant shall take the LARE prepared by CLARB and achieve a passing score.

(f) The board shall issue licenses to applicants whose applications for licensure have been received during a one-year period following the effective date of the initial adoption of the board's administrative rules adopted pursuant to RSA 541-A, and who either meet the education experience and examination requirements of Lsa 302.01 and 302.02 or who provide evidence establishing that their knowledge and experience is equivalent to such requirements and have satisfactorily passed the CLARB LARE examination.

Lsa 302.02 Experience Requirements. Experience in the practice of landscape architecture shall be determined pursuant to RSA 310-A:146 as follows:

- (a) Experience shall be progressive on landscape architecture projects to indicate that it is of increasing quality and requiring greater responsibility;
- (b) Only the work of landscape architectural nature shall be creditable;
- (c) Experience shall not be obtained in violation of RSA 310-A:155, II;
- (d) Experience gained in the armed services, to be creditable, shall be of a character equivalent to that which would have been gained in the civilian sector doing similar work;
- (e) Experience shall be gained under the supervision of a licensed landscape architect or if not, an explanation shall be made showing why the experience should be considered acceptable;
- (f) Teaching experience to be creditable must be of an advanced level in a college or university offering a landscape architecture curriculum of 4 years or more that is accredited by Landscape Architecture Accreditation Board (LAAB) accredited program;
- (g) Successful completion of graduate study leading to the master's degree in landscape architecture which has followed a baccalaureate degree in landscape architecture may be used for credit for one year's experience. If the Ph.D. in landscape architecture is completed under the same conditions, 2-year's total experience shall be credited. The 2 years credit shall include the one year for the master's degree; and
- (h) Experience shall not be anticipated. The experience shall have been received at the time of the application.

APPLICATION INSTRUCTIONS AND CHECKLIST FOR LANDSCAPE ARCHITECT APPLICANTS

General - Provide all the information requested on the application form. Do Not substitute a resume or other synopsis of your experience and/or education for any part of the application form. COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB) RECORDS HOLDERS must complete pages 1 and 2 and sections 5 and 10 only.

References - Make enough copies of our Reference Form to send one to each of your references. Keep a blank one for your future use, in the event a reference does not respond. Reference forms received from applicants are not acceptable, forms must come directly from the reference. One Forester reference must not relate to your current place of employment.

Transcripts - Transcripts received from the applicant are not accepted. Transcripts must come directly from the college or university

Foreign Degree Candidates - Foreign degree evaluations are required and must be sent directly from the institution to World Education Services or a similar translation and authentication service which specialize in evaluating educational credentials for translation and authentication.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- Marked the box on the application form indicating which address you want us to use?
- Requested your college/university to send us your transcript directly?
- Completed the "References" portion of the application, sent reference forms to each of your references, and kept a blank copy of the form for yourself?
- Signed the application and supplemental experience sheets?
- Included the correct fee with the check made payable to **Treasurer, State of NH?**
- Requested verification from all state board/s where you have or had a license as a Landscape Architect?
- Included this Checklist with your application?

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Board of Landscape Architects
7 Eagle Square, Concord, NH 03301
Phone: 603-271-2152

LINDSEY B. COURTNEY
Executive Director

JOSEPH G. SHOEMAKER
Director



Dear Sir/Madam:

An individual has applied to this Board for licensure in the State of New Hampshire as a Landscape Architect and either has given your name as a reference or has stated that he/she has worked for you or with you. The Board will appreciate your sending the information requested on the reverse hereof and assures you that such information as you give will be treated in the strictest confidence.

The Board is required by law to obtain evidence of the good character of the applicant and his/her qualifications as a Landscape Architect before issuing a certificate of licensure. Statements made on this form by responsible persons with actual knowledge of the applicant's character and qualifications will be considered by the Board as evidence and filed with the application.

The Board urges that evidence submitted on this form not be perfunctory, but be considered carefully. The Board, in making decisions, must rely to a great extent on the evidence submitted by references. Since these decisions may affect the life, health, property and welfare of the public, you have a grave responsibility to provide the Board with a fair and honest appraisal of the applicant.

Since the Board cannot license the applicant until the references are returned, a prompt reply will expedite consideration of the applicant's request for licensure. Please make certain that you enter the applicant's name on the reference form.

Sincerely,

A handwritten signature in blue ink that reads "Bobbie Mayo".

Bobbie Mayo
Board Administrator III

LANDSCAPE ARCHITECT REFERENCE FORM

Application of: _____
Applicant Name Required

THIS IS CONFIDENTIAL INFORMATION – FOR BOARD USE ONLY

What is your full name? _____
THIS FIELD IS REQUIRED

What is your address? _____

What is your present business or profession? _____

Are you a licensed landscape architect? _____ In what state(s) _____ License # _____

How long have you known the applicant? _____ Years From: _____ To: _____

Are you in anyway related to the applicant? _____

What has been your business relationship to the applicant? _____

Do you know anything reflecting adversely on the integrity or general good character of the applicant? _____

Please give a brief estimate of the applicant as a landscape architect: _____

Would you employ the applicant in a position of trust? _____

If the applicant is connected with a firm, please provide the firm’s name and address: _____

If the applicant is in individual practice, please indicate the nature of such practice? _____

Is the applicant qualified to be placed in responsible charge of design or supervision of work? _____

Do you recommend the applicant for licensure as a landscape architect? _____

In my opinion, the applicant has _____ Years of landscape architecture experience.

Remarks: _____

Signature: _____ Date: _____