

OREGON STATE LANDSCAPE ARCHITECT BOARD

APPLICATION INFORMATION FOR REGISTRATION AS A LANDSCAPE ARCHITECT IN OREGON

The components of your application packet are based on your registration status at the time your application is submitted to the Oregon Board.

Applicants for **initial** (first-time) Landscape Architect registration (*not by reciprocity*): You are required to complete an oral exam process with the Board. Your application must be received no later than 15 days prior to a meeting of the Board (ORS 671.325). Submittal at least 30 days prior to a Board meeting is highly recommended. **Please note that the Board generally meets on a quarterly basis.**

Applications for Landscape Architect registration **by reciprocity**: You are not required to complete an oral exam before the Board. Your application can be submitted at any time and, upon verification of completeness, will be reviewed as received.

1. APPLICANT CURRENT REGISTRATION STATUS

2. COMPONENTS REQUIRED FOR COMPLETE PACKET

Initial Landscape Architect Registration, not by Reciprocity	a+b+c <u>and</u> either d or e*
Registered in Another State, no CLARB Council Record	a+b+c+e+f
Registered in Another State, with CLARB Council Record	a+b+c+d

Each listed item below represents a component for an application packet. Complete the items below which correspond to your current registration status as listed in Column 2 above.

- a. Application Form (available on Board website)
- b. Statement of Understanding (available on Board website)
- c. Application Fee (\$100.00) and Initial LA Annual Fee (\$325.00)
- d. CLARB Council Record (Board accepts but does not require use of Council Record)
- e. Additional Required Information (*Some of this information may already be on file with your examination application materials.)
 1. Experience Record
 2. Employment Verification Form from each work supervisor listed on the Experience Record
 3. Official Transcript (“Official” means a transcript in sealed envelope from the registrar’s office or sent direct to the Board by the registrar’s office.)
 4. Proof of passing all sections of the national examination (UNE or LARE)**

***Applicants for initial registration should first check with the Board office to see if their exam results are on file before requesting that CLARB transmits exam scores. If scores are not on file with Board, then the applicant will need to request that CLARB transmits the exam scores. Be advised that CLARB charges a fee for this service.
- f. Licensure Information (for reciprocity applications)***
 1. Identification of the state(s) where examinations were passed
 2. List of all other states in which registration is/has been held

***Applicant if not submitting a CLARB Council Record, please submit an official request to the licensing board(s) that can provide official verification of your exam scores and license status. Many licensing boards require that you directly request transfer of this information and may also charge a fee for this service.