# Frequently Asked Questions & Answers for Examination Candidates

## What is the Oregon State Landscape Architect Board (OSLAB)?

OSLAB is the State of Oregon's occupational licensure board for Landscape Architects. OSLAB's role is to regulate the landscape architecture profession in Oregon, including determination of whether applicants for registration meet Oregon's minimum standards for education, examination, and work experience. OSLAB offers three types of registrations: Landscape Architect-in-Training, Landscape Architect, and Landscape Architecture Business.

## What is the Council of Landscape Architectural Registration Boards (CLARB)?

CLARB is a non-profit organization, and boards for Landscape Architects from across the United States and Canada are members of the organization. OSLAB is a member of CLARB. CLARB prepares, administers, and scores the Landscape Architect Registration Examination (LARE). OSLAB requires passage of all section of the LARE as its education standard for the Landscape Architect registration. Passage of two sections of the LARE is required as the OSLAB education standard for the Landscape Architect-in-Training registration.

## What is the Landscape Architect Registration Examination (LARE)?

The LARE is the national examination that boards of registration for Landscape Architects rely on to test individuals for minimum competence in landscape architecture practice. The LARE is a four-part computerized examination designed to determine whether applicants for landscape architectural registration possess sufficient knowledge, skills and abilities to provide services without endangering the health, safety and welfare of the public. The LARE is made up of the following sections:

> Section 1: Project and Construction Management
>
> Section 2: Inventory and Analysis
>
> Section 3: Design
>
> Section 4: Grading, Drainage and Construction Documentation

## How do I register for the LARE?

For Oregon examination candidates, the registration process depends on the education completed by a candidate.

Individuals with a university degree from a program accredited by the Landscape Architect Accreditation Board (LAAB) need to contact CLARB directly to start the registration process. Visit the CLARB website (https://www.clarb.org/take-the-exam) for details on the registration process.

All other individuals, whether holding a non-LAAB university degree or no degree, need to start with application to OSLAB for pre-approval to sit for examination. OSLAB reviews these applications to determine if candidates have the education and/or work experience deemed equivalent under its rules to the training provided via a LAAB university program. The application

for pre-approval form can be found on the OSLAB website at:
https://www.oregon.gov/landarch/Exams/Pages/Qualify.aspx.

An application fee of $100 is due to OSLAB for each application for pre-approval. Applications for pre-approval must be submitted to OSLAB no less than 30 days prior to the close of the examination registration period as set by CLARB. For candidates without a LAAB degree, CLARB will NOT allow registration for the examination until OSLAB verifies pre-approval.

NOTE: In February 2021, OSLAB adopted changes to its requirements for pre-approval to sit for examination. All candidates, including those holding LAAB degrees, who started the LARE process prior to this date were required to obtain pre-approval from OSLAB.

## When is the LARE offered?

The LARE is currently offered three times per calendar year, with examination periods in spring, summer, and late fall. Visit the CLARB website for the current examination schedule and associated dates for registration: https://www.clarb.org/take-the-exam/view-exam-dates-deadlines-and-fees. For those requiring pre-approval from OSLAB, please plan accordingly to allow time for the application review prior to the CLARB registration deadline. Note that OSLAB requires such applications be submitted no later than 30 days prior to the last date of the registration period for an exam administration as set by CLARB.

## What information does CLARB require from candidates registering for the LARE?

All candidates must provide CLARB with their education history, including official transcripts, before registering for any sections of the LARE. Candidates are strongly encouraged to provide work experience history as well, at least for past positions. This allows more time to get work experience verified in the CLARB system.

Since a complete Council Record requires current employment to be updated and verified within the last 3 months before transmittal to a registration board, candidates scheduled to take their last section of the LARE are encouraged to work with CLARB to get work experience information updated BEFORE exam results are scheduled to be released. Otherwise, a candidate may face delay after completing the LARE before the Council Record can be transmitted to OSLAB in support of application for registration.

## How much does it cost to take the LARE?

For exam-related fees, visit the CLARB website at: https://www.clarb.org/take-the-exam/view-exam-dates-deadlines-and-fees.

For Council Record related fees that may also apply, visit: https://www.clarb.org/home/council-record-fees

OSLAB does not charge or collect exam or Council Record fees. However, candidates that need OSLAB pre-approval before starting the LARE process will need to pay the $100 application fee for the pre-approval application direct to OSLAB.

**What information does OSLAB require from candidates applying for pre-approval to sit for the LARE?**

OSLAB requires the following:

1) Completed application form
2) Official university transcript in sealed envelope from the university or sent by secure PDF direct from the registrar's office to the Board office at oslab.info@bgelab.oregon.gov.
3) Verification of work experience under the supervision of a Registered Landscape Architect, with the years of experience required varying based on credit granted by OSLAB to a non-LAAB degree held by the candidate
4) Application fee: $100.00

**How long do I have to complete the LARE?**

There is no specific time limit set by either CLARB or OSLAB on how long a candidate takes to complete the 4 sections of the LARE. Any candidate who ultimately decides to seek registration in a jurisdiction other than Oregon is advised to check with the registration board for that jurisdiction to see if there are any time limits applied in that jurisdiction.

For candidates that obtained a pre-approval from OSLAB, note that the pre-approval is valid for 5 years from the date of issuance. A 1-year extension can be requested from OSLAB. After this period of time, the candidate will need to reapply to OSLAB for new pre-approval if the LARE has not been completed. However, OSLAB does NOT require candidates to retake any sections of the LARE that were already passed.

NOTE: In February 2021, OSLAB adopted changes to its requirements for pre-approval to sit for examination. All candidates, including those holding LAAB degrees, who started the LARE process prior to this date were required to obtain pre-approval from OSLAB. Candidates holding LAAB degrees no longer need to have pre-approval, therefore these candidates no longer need to worry about the 5 year limit on pre-approvals previously granted by OSLAB.

**Where can I learn more about the LARE and the examination process?**

Candidates are encouraged to review the Frequently Asked Questions section of the CLARB website: https://www.clarb.org/home/faqs/take-the-exam-faqs

Candidates are strongly encouraged to visit the CLARB website to access various resources provided by CLARB to assist with preparation for the LARE. These resources include YouTube videos, the LARE Orientation Guide, a recommended reading list, and related materials.

**When can I apply for Landscape Architect registration with OSLAB?**

When you have passed all four sections of the LARE and you ALSO meet Oregon's standard for qualifying work experience, you can apply to OSLAB for an initial registration as a Landscape Architect. See also information about the OSLAB oral examination requirement found later in this document.

**What information does OSLAB require when applying for registration as a Landscape Architect?**

OSLAB requires the following:

1) Completed OSLAB application form
2) Completed OSLAB Statement of Understanding regarding Oregon laws and rules that apply to OSLAB registrants
3) OSLAB application fee (currently $100.00) and initial registration annual fee (currently $325.00). These fees are different from fees a candidate paid to CLARB to take LARE exam sections or for the CLARB Council Record.
4) Either of the following (candidate's choice, chose column A or B):

| A. CLARB Council Record | B. Directly Submitted Documents |
|---|---|
| The record contains a verified copy of the transcript(s). | Official university transcript(s), except for candidates qualifying based on work experience in lieu of education |
| The record contains a work history summary. | Experience record (Board provided form) |
| The record contains verifications of work experience, at least those that have been completed by both the candidate and supervisor in the CLARB system. | Verifications of work experience (Board provided form), signed by the supervising professional(s) for the required # of years |
| The record contains the exam scores. | Proof of passing all sections of the LARE (generally provided directly to Board from CLARB) |

**What do I need to know about using my Council Record for application for registration?**

If you plan on using the Council Record to provide the supporting documentation for your application for registration, please be advised to check in with CLARB to determine if your Council Record is complete. CLARB will NOT transmit your Council Record to OSLAB until all categories (Education, Employment, Registration, References, and Examination) are complete as verified by CLARB.

Once you submit a request to CLARB to have your Council Record transmitted to OSLAB, CLARB will review it to make sure it is complete. For a complete Council Record, please note that the typical CLARB processing time for a transmittal is 5-7 business days at a minimum. This processing time can be longer, especially during periods when CLARB is experiencing a high volume of requests. CLARB often experience peaks in requests for 4 weeks or so after the release of exam results.

Since a complete Council Record requires current employment to be updated and verified within the last 3 months before transmittal, candidates registered to take their last section of the LARE are encouraged to work with CLARB to get work experience information updated BEFORE exam results are scheduled to be released. Otherwise, a candidate may face delay after receiving notice of passing results before the Council Record can be transmitted to OSLAB in support of application

for registration.  OSLAB cannot do anything to speed up the CLARB transmittal process, nor can OSLAB waive its own deadlines due to a delay in CLARB processing of a Council Record.

## Why do I need to submit information to CLARB and OSLAB?

Candidates need to understand that OSLAB does NOT have direct access to Council Records and the associated documentation submitted to CLARB as part of the examination process.  OSLAB cannot review the information in a candidate's Council Record until it is transmitted by CLARB. CLARB will not transmit a Council Record to OSLAB until the candidate requests the transmittal and when there after CLARB has deemed the Council Record complete.  If a candidate does not want to wait for CLARB to verify completeness and transmit the Council Record, then the candidate will need to send acceptable documentation of education and work experience direct to OSLAB.  Otherwise, OSLAB would not have the information required under Oregon statutes and rules to determine compliance with the Oregon standards for registration as a Landscape Architect. LARE results are the only data found in a Council Record that OSLAB has direct access to for Oregon candidates.

## What is the OSLAB oral examination?

OSLAB requires all applicants for initial registration as a Landscape Architect to complete an oral examination.  The OSLAB oral examination occurs as part of a public meeting and focuses on candidate understanding of the Oregon statutes and rules that apply to OSLAB registrants.  The oral examination is NOT a repeat of knowledge tested on the LARE. The LARE does not test candidates for knowledge about the statutes and rules applicable to OSLAB registrants.

## What is the deadline to submit application to OSLAB for initial registration?

OSLAB must receive applications for initial registration, including associated supporting documentation and fees, at least 15 days prior to a scheduled quarterly meeting.  Applications received later than this will be considered for the next quarterly meeting, which then results in a several month delay. OSLAB recommends submittal of applications at least 30 days prior to a scheduled quarterly meeting to allow time to work with candidates should any questions arise about documentation.  Candidates registered to take their last section of the LARE are encouraged to be cognizant of the quarterly meeting schedule and associated OSLAB application deadline.  The quarterly meeting schedule is posted on the OSLAB website:
https://www.oregon.gov/landarch/Pages/default.aspx

## What are the OSLAB fees for application for initial registration?

Currently the fees are $100 application fee and $325 for first year of registration. Registration must then be updated annually, with the annual renewal fee currently set at $325.  Fees can be paid online via the OSLAB website or by check or money order made payable to OSLAB and sent to the OSLAB office.

Please direct questions not answered by this FAQs document to the OSLAB office at oslab.info@bgelab.oregon.gov or, if more applicable to the question, to the CLARB office at info@clarb.org.