

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 State Landscape Architect Board (Board).

Applicants for initial (first-time) registration: You are required to complete an oral examination before the Board. Your application must be received no later than 15 business days prior to a meeting of the Board (ORS 671.325). Submittal at least 30 business days prior to a Board meeting is highly recommended. Please note that the Board generally meets on a quarterly basis. Meeting dates are posted on the Board's website.

Applicants currently licensed or registered elsewhere: This is commonly referred to as a "reciprocity-like" registration. You are not required to complete an oral examination before the Board. Your application can be submitted at any time and, upon verification of completeness, will be reviewed as received.

<u>CURRENT REGISTRATION STATUS</u>	<u>COMPLETE APPLICATION</u>
Initial Landscape Architect Registration, not by Reciprocity	a+b <u>and</u> either c or d
Registered in Another U.S. State or Territory, no CLARB Council Record	a+b+d+e
Registered in Another U.S. State or Territory, with CLARB Council Record	a+b+c

Each item described below represents a component for a complete application. See requirements based on current registration status as listed in the table above.

- a. Apply @ <https://oslab.portalus.thentiacloud.net/webs/portal/application/#/login>
Select the appropriate application type – either for initial registration or reciprocity registration. If you are unable to apply online, see the Board website for application forms that can be downloaded. **Do NOT email completed application forms to the Board as this cannot be guaranteed to be a secure delivery method. Do NOT put your personal information at risk.**
- b. Application Fee (\$150.00). This fee can be paid online as part of an online application. If you are unable to apply online or otherwise do not want to pay online, payment by check or money order can be mailed to the Board office.
- c. CLARB Council Record. The Board accepts but does not require use of the Council Record. An applicant must request that CLARB transmit a Council Record to the Board. Information in a Council Record may be subject to further verification by the Board.

- d. Additional Required Information
1. Employment Verification Form completed by each work supervisor for each work experience included in the application. In some cases, a resume documenting in responsible charge work experience of an applicant licensed or registered elsewhere may be accepted in lieu of employment verification forms. Contact the Board office to discuss.
 2. Official Transcript, where “official” means a transcript in sealed envelope from the registrar’s office or sent direct to the Board by mail or secure PDF from the registrar’s office. For secure PDF transmittal, have the registrar’s office use the following email: oslab.info@bgelab.oregon.gov.
 3. 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 examination scores are on file before requesting that CLARB transmit examination scores. If scores are not on file with Board, then the applicant will need to request that CLARB transmit the examination scores. Be advised that CLARB may charge a fee for this service.*
- e. Licensure Information (for applicants holding license or registration in a U.S. state or territory)**
1. Identification of the state(s)/territory where examinations were passed.
 2. List of all other states in which registration is/has been held.
***If not submitting a CLARB Council Record, please submit an official request to the licensing board(s) that can provide official verification of your examination 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.*

NOTE: The Board may request additional information about education, examination, and experience credentials during the application review process as necessary to determine that Board registration standards have been met.