

Individual Renewal Instructions

Go to <https://www.oregon.gov/lcb/Pages/Update.aspx> and **click on LCP Individual Licensee Portal.**

Click Activate now when the initial login screen pops up.

Activate now'. A red arrow points to the 'Activate now' link." data-bbox="57 183 639 353"/>

Licensee Portal

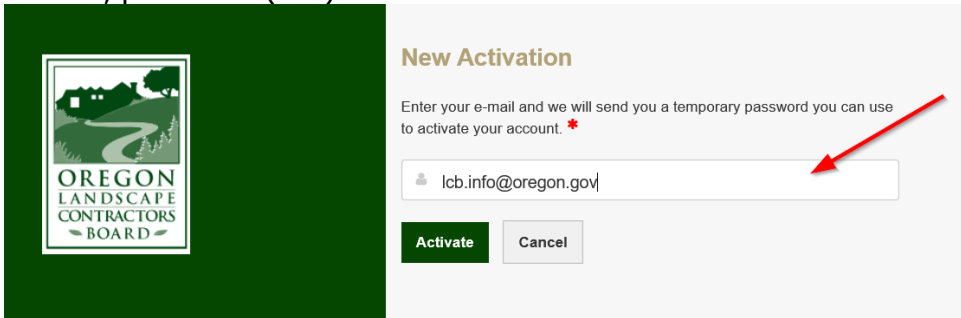
E-mail

Password

Sign In Forgot Password

New to this site? [Activate now](#)

Enter your email address on record with the LCB. If you do not know the email address on record with the LCB, please call (503) 967-6291.



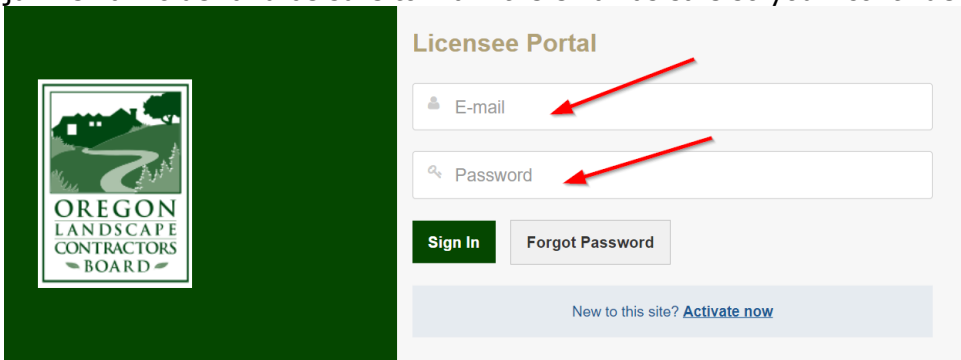
New Activation

Enter your e-mail and we will send you a temporary password you can use to activate your account. *

lcb.info@oregon.gov

Activate Cancel

A temporary password will be emailed to you. If you do not see the email in your inbox, please check your junk email folder and be sure to mark the email as safe so you'll continue to receive emails from us.



Licensee Portal

E-mail

Password

Sign In Forgot Password

New to this site? [Activate now](#)

Click on **License Renewal** which should show as "Available Now".

OREGON LANDSCAPE CONTRACTORS BOARD

#062046 - Kimberly C

Welcome

Personal Information

Employment Information

License Renewal

CE

Wallet Card and Wall Certificate

Invoice & Receipts

Security Settings

Welcome to the LCB Individual Licensee Portal

This is a self-service portal where you can maintain the information in your individual license record. Use this portal to:

1. Update your contact information.
2. Renew your license (which becomes available approximately 60 days prior to the license expiration).
3. Add CEH.
4. Request license cards, print receipts, etc.

Data fields marked with * are required - You will need to input data there to move through the screen.

If you have questions about the Board's laws and rules, visit: [Board's website](#) .

License Renewal
Available Now

Continuing Education Hours

Invoices and Receipts

Click **Start**.

OREGON LANDSCAPE CONTRACTORS BOARD

#062046 - Kimberly Gladwill-Rowley

Logout

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Online License Renewal

Getting Started

Warning:

- 8 hours of continuing education are required to complete the renewal if you are renewing to Active status.

You are now proceeding with an Online Application for Renewal of licensure with the Board. Please ensure all information is updated. Be advised that the only accepted methods of payment using this online service are Visa®, MasterCard®, and Check.

Note: Your online renewal information will be saved as you enter it. Should you not be able to complete the process in one attempt you may return at a later time to continue.

When you are ready to proceed, click Start.

Start >

If needed, update license status to inactive. **Click Save and Continue.**

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2 Change of License Status Step 2 of 8


Current license status Active

Select to change your license status.

< Back

Save and Continue >

Update personal information as needed. Then click Save and Continue.

#062046 - Kimberly Gladwill-Rowley Logout

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3 Personal Information Step 3 of 8

If your address, phone number or email changes outside of the renewal timeline please use our licensee portal to update your information.

Important LCB requires that this information remains current at all times.

First Name

Last Name

Date of Birth

Mailing Address Line 1 *

Mailing Address Line 2

Mailing City *

Mailing County *

Mailing State *

Mailing Zip Code *

Home Address Line 2

Home City

Home County

Home State

Home Zip Code

Primary Phone *

Secondary Phone

Social Security Number

Primary E-mail

Public E-mail

By continuing submission of this application I declare to having verified the above information as complete and accurate.

As part of your application for an initial, renewal, or reinstated professional license issued by the Oregon Landscape Contractors Board, you are required to provide your Social Security Number (SSN) to this agency for the purposes identified in this paragraph. This is mandatory. This record of your SSN will be used for child support enforcement, tax administration purposes (including identification), to verify military status prior to issuance of a final order, and to report any final adverse actions against you by the Board to the United States Department of Health and Human Services. The authority for this requirement is ORS 25.785, ORS 395.395, 50 USC App § 521 (b) (Reg. 2005), 42 USC § 405(c)(2)(C)(i), 42 USC § 1320a-7e and 45 CFR 61.7. Your SSN will remain on file with this agency for the above purposes. Failure to provide your SSN will be a basis to refuse to issue or renew the license you seek.

Additionally, pursuant to ORS 181.534 and ORS 670.280, your SSN will be used to conduct criminal background checks.

Note

- Important notices and reminders will be sent to the primary email address throughout the year. Please make sure to check your inbox, as well as spam folder on a regular basis. If you find our email in your spam folder, please ensure that you add us to your safe senders list. Only the Board has access to your primary email address. It is not shared.
- Additionally, you have the option of adding a public email address to your account. This address may be the same as the primary email address, or it may be different. This email address will be shared when the Board receives a public records request for a licensee mailing list.

Update employment information. Using the + symbol, upload the Employment Verification form, if needed. Then **click Save & Back.**



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Employment Information - New

Note: All information with a * is required information.

Name of Business/Employer *

Start Date *

End Date

You must submit a completed [Employment Verification Form](#), which must be notarized and submitted for approval by the Board.

Upload completed, notarized form *

Click + Add Activity to report continuing education.



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5 Continuing Education

Step 5 of 8

CE Progress Summary

You have completed the following CE credit hours for this cycle.

Total Hours

CEH Activities

If you have been licensed less than 6 years, you are required to report 16 hours of continuing education.
If you have been licensed more than 6 years, you are required to report 8 hours of continuing education.
If you were licensed within the last year, you are required to report a pro-rated amount of 8 continuing education hours.

Course or Activity	CE Credit Hour	Completion Date
No records have been added. Click + Add New to add record.		

Complete Continuing Education information based on your required reporting hours. Uploading certificates is optional, but recommended. Uploading certificates here allows for one central repository and will provide needed information automatically if you are included in an audit.



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Edit CE Activity or Course

Name of Course or Activity *

Number of CC Units/Hours *

Name of Sponsor or Speaker *

Date of Completion *

Upload any supporting Documentation

To add additional courses, click + Add Activity again and repeat steps above.

Online License Renewal

5 Continuing Education Step 5 of 8

CE Progress Summary

You have completed the following CE credit hours for this cycle.

Total Hours 8

CEH Activities

If you have been licensed less than 5 years, you are required to report 16 hours of continuing education.
If you have been licensed more than 5 years, you are required to report 8 hours of continuing education.
If you were licensed within the last year, you are required to report a pro-rated amount of 8 continuing education hours.

Course or Activity	CE Credit Hour	Completion Date	Edit	Delete
Irrigation Repair Course	8	04/12/2020		

+ Add Activity

< Back Save & Continue >

Once the box under **Certifying Statement** is checked, you can proceed to renewal payment by **clicking Save & Continue**.

Online License Renewal

6 Attestations Step 6 of 8

I understand that I may perform landscape contracting only if I obtain a landscape contracting business license of if I am employed by a licensed landscape contracting business. I certify that the answers to all questions on this application are true and complete to the best of my knowledge.

If you have any unpaid court judgements, arbitration awards, or administrative agency final orders in any state that requires payment for damages arising out of the performance of, or a contract for landscaping work issued after January 8, 2008, you must provide copies of the judgement, award, or final order and any other pertinent documentation. Failure to provide true and accurate information is grounds for revocation, termination or suspension of the license plus a civil penalty of up to \$2,000.

For applicants who may obtain a modified license:
I certify that I do not hold a residential or commercial general construction contractors license issued by the Oregon Construction Contractors Board and if I obtain this license with the Oregon CCB that my LCB license may be suspended, revoked or otherwise not renewed until I obtain another phase of license with the LCB or no longer hold a residential or commercial general construction contractors license with the Oregon CCB.

By continuing in the application process the Applicant is consenting to the above statements.

Certifying Statement

I swear that the statements and information contained in this application are true and correct in every respect, that I have completed with all the requirements of the law pertaining to the licensing of a landscape contractor, and that I have read and understand this certifying statement.

< Back Save & Continue >

Enter payment details using Visa, MasterCard, Discover, or American Express **the click Process Payment**.

If you wish to pay by check, click Pay by Check. This will generate an invoice for you to mail to LCB with your check. Please be sure to write your license number on the memo line of the check and include a copy of the invoice to ensure the payment is applied correctly.

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Payment

Fee Information

- Fees are payable by credit card.

Summary

Item Description	Amount
Traditional Renewal Fee	\$170.00

Credit Card Payment Option

Enter the required information below. Your fees will be processed immediately and securely online. Visa and MasterCard are accepted.

Amount Due: \$170.00

Cardholder Name *

Credit Card Number *


Expiration Date * January 2020

Security Code (3 digits on back of card) *

Important: Please make sure to click the Process Payment button only once. It may take up to several minutes to process your credit card payment. Thank you for your patience.

[Process Payment >](#) [Pay By Check >](#)

You will receive a message stating that your renewal has been submitted with the option to view and print your receipt for payment. If you selected the Pay by Check option, please print the invoice and mail your check to the LCB with a copy of the invoice.



OREGON LANDSCAPE CONTRACTORS BOARD

#062046 - Kimberly Gladwill-Rowley

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Submitted

Your individual renewal fee has been successfully submitted to the Oregon Landscape Contractors Board (LCB). To view and print your receipt for payment of the renewal fee, please [click here](#).

Once your renewal has been approved by the Board, you will receive an email confirming your renewal. You will then be able to log in to the self-service portal and print your wallet card and wall certificate.