

ORIGINAL LICENSE APPLICATION INSTRUCTIONS—LANDSCAPE ARCHITECT

GENERAL APPLICATION INSTRUCTIONS

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as a Landscape Architect in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

Basic Requirements. Requirements for licensure are outlined in the Colorado Revised Statutes, specifically 12-45-110, and the Board rules, specifically 4.0. Both can be found online at www.dora.colorado.gov/professions/landscapearchitects. If you have not successfully completed the LARE, contact the Council of Landscape Architectural Registration Boards (CLARB). You must submit the CLARB application and fee directly to CLARB. The application can be obtained online at www.clarb.org, or by phone at (571) 432-0332, or by e-mail at info@clarb.org.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed. Keep a copy of the completed application for your records. **The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. Handwritten applications will be rejected.**

Application Expiration. Your application will be kept on file for one year from date of receipt. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address, phone numbers and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Online Services at www.dora.colorado.gov/professions/onlineservices.

License Expiration Grace Period for New Applicants. All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between October 1, 2012 and January 31, 2013 will reflect a license expiration date of January 31, 2015. Licenses issued prior to October 1, 2012 will reflect an expiration date of January 31, 2013 and must renew in the upcoming renewal period.

- All Landscape Architect licenses expire on January 31 odd-numbered years and must be renewed to continue practicing.

Checking Your Application Status. Visit Online Services at www.dora.colorado.gov/professions/onlineservices to track your application from the date we log it into our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application. (To check your application online, you must have a Social Security Number.)

APPLICANT CHECKLIST

- Complete the application.** Return the completed application and all supporting documentation to the Office of Licensing.
- Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to State of Colorado**. All fees are non-refundable and subject to change every July 1.
- Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S. 24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document. Note: This form may be handwritten.
- Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- Provide proof of education.** Complete and submit the Transcript Request form for each school from which you are seeking educational credit (refer to Board Rule 4.5 for further information on what education qualifies for credit). Have the institution return the transcript to you in a sealed envelope. Submit the transcript(s) in the original sealed envelope with your application, otherwise they will not be accepted.
 - If you do not wish to receive credit for college education, you do not need to submit college transcripts. However, at a minimum you must provide official documentation of high school graduation in a sealed envelope. You may use the Transcript Request form to acquire such documentation
 - If you do not have a Landscape Architectural Accreditation Board (LAAB) accredited Landscape Architect degree and you gained educational credit from more than one institution, you should submit transcripts from each educational institution attended.
 - Foreign-trained applicants: If you have Landscape Architect education from a non-U.S. program, you must contact the Educational Credential Evaluators (ECE), www.ece.org. No other evaluations will be accepted. Allow plenty of time for this process, including ample time to acquire the appropriate forms, the official sealed documentation from the educational institution, a transcript translation if necessary, and a minimum of 8-10 weeks for the evaluation. Submit the degree evaluation in the original sealed envelope with your application, otherwise it will not be accepted.
 - If you have a foreign degree for which you do not wish to receive credit, you do not need to have your degree evaluated. However, at a minimum you must provide official documentation of the equivalent of high school graduation in a sealed envelope.
- Request to have license verification sent to the Board office.** Use the Verification of Landscape Architecture Licensure form.
 - If you took the Landscape Architect Registration Examination (LARE) in another state, you must submit verification from that state board. If you are not an active Landscape Architect in this other state, you must provide a third verification from the state where you are currently licensed.
- Complete a Landscape Architecture Experience Summary form.** Using no more than three (3) pages of the form summarize all work experience in chronological order since completing high school. Refer to detailed instructions for completing the form. Submit the completed form with your application.
- Complete a Landscape Architecture Experience Verification form(s). **Use this form to acquire enough references to verify the minimum number of years of experience as required by the statute under which you are applying. Refer to detailed instructions for completing the form. Submit the references in their original sealed envelopes with your application.**

Return your completed application packet and all supporting documentation to:

Division of Professions and Occupations
Office of Licensing—Landscape Architects
1560 Broadway, Suite 1350
Denver, CO 80202

APPLICANT CHECKLIST—CLARB COUNCIL RECORD HOLDERS

Who are CLARB Council Record Holders? CLARB Council Record Holders are those who have initiated a record directly with the Council of Landscape Architectural Registration Boards in Fairfax, VA (www.clarb.org), in order to facilitate acquiring licensure in multiple states. It is a record of the holder's license history and is updated each year. It contains copies of official transcripts, verification of exams and licensure by other state boards, a summary of work experience, verification of that experience, and references. **Because you have passed the LARE and/or hold licensure in a state does not mean that you are a CLARB Council Record Holder unless you have specifically made application to CLARB.**

To apply for a Colorado Landscape Architect license using your CLARB Council Record:

- Complete pages 1-3 of the application.** Indicate in the References section of the application that your CLARB Council Record has been requested.
- Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to State of Colorado.** All fees are non-refundable and subject to change every July 1.
- Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S. 24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document. Note: This form may be handwritten.
- Have your CLARB Council Record sent to the Board.**

Foreign-degreed CLARB Council Record holders must also:

- Contact the Educational Credential Evaluators (ECE),** www.ece.org for an application to initiate the evaluation of your degree. No other evaluations will be accepted. Allow plenty of time for this process. At a minimum, the evaluation may take 8-10 weeks.

Return your completed application packet and all supporting documentation to:

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LANDSCAPE ARCHITECTURE EXPERIENCE SUMMARY – INSTRUCTIONS

Summarize and submit all experience on no more than three (3) pages of the Landscape Architecture Experience Summary form. Summaries longer than three pages will be returned and may delay your application. List your work experience since completing high school in chronological order and do not overlap dates.

- Example: If your first job after high school started on 6/1/96 and ended on 10/18/98, it should be listed first as 6/96 to 10/98; and if your second job started 10/20/98 and ended on 4/5/00, it should be listed second as 11/98 to 3/00; the next job, if begun immediately would be listed third as starting 4/00.

In the main column, list your title, the company name, and a detailed description of your responsibilities for each employment engagement since you completed high school. Be concise and explicit. Do not leave gaps of time in your experience; indicate if you were in school, the military, unemployed, sick, traveling, etc. If an engagement was less than full-time employment, clearly note that at the beginning of the description and in the number of hours worked.

Explain your responsibilities specifically in terms of your direct experience, e.g. “I designed...”; “I was responsible for the development of ...”, **not** “I was involved with...” or “I participated in ...”. The Board will be evaluating the development and extent of your landscape architecture skill, knowledge, and responsibility. Explaining how your landscape architecture skills and responsibilities have increased during your years of experience is helpful.

Each employment engagement must be divided into a percentage of time spent in the areas on the following page and must total 100%.

Using the Landscape Architecture Experience Definitions on the next page, enter the percentage of time spent on that type of work in the corresponding column. **Provide these definitions to your reference for review when completing your verification.**

Finally, list your supervisor’s name, licensure status (e.g. R.L.A.), company title, and name of company for each employment engagement. It is preferable that this be the person who verifies your experience on the Landscape Architecture Experience Verification form. If your supervisor has changed companies since a specific employment engagement, please do not use their current job title on the summary form. List the job title at the time of supervision.

The description of your experience on the Landscape Architecture Experience Summary form MUST be the same as what is shown on your Landscape Architecture Experience Verification form. (If you are using the fill-in form, the easiest way to accomplish this is by copying and pasting the information from one form to another.)

Note:

- Work experience that is required in order to be qualified for an exam or licensure must have been gained at the time the application is submitted (see Board Rule 4.1.1.3).
- Work experience gained while a full-time undergraduate student – whether through a cooperative experience, summer job, part-time job, or full-time job – will not be counted when a full 12 months for a year of education is credited (see Board Rule 4.5.1).
- Experience gained as part of obtaining a graduate degree will not be counted in addition to the credit given for the degree, e.g. research performed as the basis of a master’s or a doctoral thesis (see Board Rule 4.5.1).
- Work experience with one employer of less than three (3) months will not be counted (see Board Rules 4.1.1.3 and 4.5.2).

Do not submit an application if you do not have the experience required to qualify for licensure by the time you submit the application. If you submit an application for which you have less than the experience required to qualify for licensure, e.g. you have two years and ten months experience instead of three years, your application will be denied.

Do not submit resumes in lieu of completing the Landscape Architecture Experience Summary form. Do not submit samples of your work with your application.

LANDSCAPE ARCHITECTURE EXPERIENCE DEFINITIONS

Landscape Architecture Design – Landscape designer has the ability to produce and evaluate site design solutions. They develop site or land use plans that take into consideration the off-site and on-site influences. Landscape architects must consider various codes, consultant studies and principles of sustainability when creating a site design. They evaluate the design solutions of others and possess the ability to create alternative solutions to a problem. Landscape architecture design also encompasses the analysis, planning, design, management, and stewardship of the natural and built environments.

Planting Design / Planting Construction Drawings – Landscape planting design and planting construction documentation is knowledge of the planting design and planting construction process. Landscape architects must be able to refine the preferred solution to a problem and prepare plans and contract documents to ensure the project can be built correctly. They must possess knowledge of planting design principles, resource conservation, graphic communication, planting construction documentation, and materials and methods of construction to ensure the project is completed in a safe manner.

Grading, Drainage and Storm Water Management – Landscape grading, drainage and storm water management employs the ability to manipulate landforms to convey runoff, meet design requirements, and minimize environmental impact. This manager displays competence to evaluate the impact of decisions on existing off-site conditions and develop strategies for water conservation and preservation of land resources as well as preparing adequate grading and drainage construction drawings for all aspects of a project.

Detail Construction Drawings – Prepare construction documents including plans, working drawings, and technical specification with a working knowledge of the design and construction process. Landscape architects must be able to refine the preferred solution to a problem and prepare plans and construction documents to ensure the project can be built correctly. They must possess knowledge of design principles, resource conservation, graphic communication, construction documentation, and materials and methods of construction to ensure the project is completed in a safe manner.

Specification Writing – Landscape specification writing involves coordinating system and layout techniques and conventions. It also involves preparing construction documents including plans, working drawings, and technical specifications. This area covers the use of computer-aided design programs to assist in the development of site plans and construction details. Writing, selecting or editing technical specifications and coordination specifications with contract drawings is also an aspect of this experience area.

Project Administration and Construction – Landscape project administration utilizes organization, management, and planning to coordinate the design of the entire project, from conception to final design. The landscape project administrator must have the design knowledge as well as management capabilities and communication skills to exercise independent judgment and coordinate with the staff to complete the project. This area also includes experience with construction contract administration, cost estimating, office administration and other project management related experience.

Note: The Board has discretion in what constitutes appropriate qualifying experience.

LANDSCAPE ARCHITECTURE EXPERIENCE VERIFICATION – INSTRUCTIONS

Complete page 1 of the Landscape Architecture Experience Verification form and insert your name at the top of page 2 for each of the work engagements that you are having verified.

Give the form, a copy of the Landscape Architecture Experience Definitions, and a business size envelope to the individual you have chosen as a reference to complete page 2.

Your reference **MUST** place the completed Landscape Architecture Experience Verification form into the envelope, seal the envelope, and sign across the back flap of the envelope.

Your reference **MUST** return the sealed and signed envelope to you. It is helpful to provide the reference with a self-addressed, stamped envelope that is larger than a business size envelope in which to insert the sealed and signed envelope for returning it directly to you.

The description of your experience on the Landscape Architecture Experience Verification form for the time being verified MUST be the same as what is shown on your Landscape Architecture Experience Summary form.

Note:

- It is permissible to submit overflow pages as part of the verification form in order to submit the same experience description shown on the Landscape Architecture Experience Summary form.
- One reference that can verify the entire time you were employed at a particular company is sufficient for that engagement. If your reference did not know of your work during your entire tenure or did not review your work directly, additional verification is necessary.
- Your reference must have had direct knowledge of your performance at the time of your engagement.
- For your current work engagement, the last month for which you are requesting credit will be counted if your reference signs the Landscape Architecture Experience Verification form on or after the 15th of that month.
- It is preferable that the references that you use were your supervisors for the engagement being verified and are licensed landscape architects.

Have enough references to verify the minimum number of years of experience as required by the statute under which you are applying. Refer to C.R.S. 12-45-110 for the appropriate experience requirements.

You will only get credit for this experience if this form is completely filled out and it is received from you, with your application, in the original sealed envelope signed by the reference on the back.

INSTRUCTIONS AND TIPS FOR USING FILL-IN FORMS

The application and all accompanying forms (except the Affidavit of Eligibility) must be typed. To help you accomplish this, we have developed Microsoft Word fill-in forms (you must have Word on your computer in order to use these forms).

The documents can be found on the Licensee / Applicant Services webpage for Landscape Architects at www.dora.colorado.gov/professions/landscapearchitects. After you locate the document you want on our website, follow these steps:

- On your Internet browser's standard menu bar, click on "File, Save As" and save the document to your computer.
- To move through fields, use the "TAB" key to move forward or "SHIFT, TAB" to move backward.
- For a checkbox, click within the box to add an "X" mark or simply hit the "X" key. Follow the same steps to remove an "X" if you made an error.
- Most fields are restricted in length. If you run out of room while typing, try to edit or abbreviate your words.
- When entering data into both the Landscape Architecture Experience Summary form and the Landscape Architecture Experience Verification form, be sure to keep separate engagements and the associated dates lined up together. Use the "ENTER" key within each field to move a column entry down to line up with related data.
 - Note: The table is sized to fit on one page and will not expand. Do not continue typing beneath the bottom line; your text will not be seen. Instead, you should continue on a second or third page.
- Remember to save your work frequently.

Additional fill-in forms for all attachments are located on the Board's website.