



LANDSCAPE ARCHITECT REGISTRATION  
APPLICATION CHECK LIST

GEORGIA STATE BOARD OF LANDSCAPE ARCHITECTS

237 Coliseum Drive  
Macon, Georgia 31217  
Phone (404) 424-9966

<https://sos.ga.gov/georgia-state-board-landscape-architects>

Please read the instructions carefully and be familiar with the law and rules governing the practice of landscape architecture in the State of Georgia. Visit the following website for information:

<https://sos.ga.gov/georgia-state-board-landscape-architects> .

**PLEASE NOTE:** All information, including application, fees, and transcripts, must be received in order for the application to be considered by the Board for licensure. **The Board cannot process incomplete applications.** Applications are processed in the order they are received.

The following items must be completed and submitted to the Board office by the applicant. Please check off each item as it is completed. This checklist will help you file a complete application.

**Note:** If you have a complete CLARB Record, many of these items will be included with the Record and need not be duplicated.

\_\_\_\_\_ Prior to completing this application you must have completed all sections of the Landscape Architect Registration Examination (L.A.R.E.). You must also have completed the Georgia State Specific Exam.

\_\_\_\_\_ All items on application must be completed; application signed and notarized. All items on the application should be typed or printed.

\_\_\_\_\_ **\$60** Fee enclosed; make check or money order payable to the **Georgia State Board of Landscape Architects.** Effective January 1, 2009, the returned check fee will be \$40.00.

\_\_\_\_\_ Official college transcript showing degree, date awarded, and bearing the seal of the college or university must be submitted by the applicant with this application.

\_\_\_\_\_ An Employment Verification form for each employer listed for qualifying experience must be completed, signed by the applicant, the supervisor, and submitted to the Board office by the applicant with this application.

\_\_\_\_\_ **Consent Form** must be signed giving the Board office permission to conduct a background investigation.

\_\_\_\_\_ **Application must be returned in a 9 X 12 envelope, unstapled and unfolded**

\_\_\_\_\_ Read Landscape Architect Law and Rules & Regulation, which are available on the website <https://sos.ga.gov/georgia-state-board-landscape-architects>

**Note: Recent change in Board Rule 310-2-.01(6):**

***In order to be acceptable to the Board, the 18 months of training required in O.C.G.A.43-23-7 as a prerequisite for the examination must be in the actual full-time practice of landscape architecture under the direct supervision of a registered landscape architect. Exceptions to the supervision requirements provided for in this paragraph will be considered by the Board on a case by case basis. It is the applicant's responsibility to provide adequate documentation to show evidence of having met the training requirement provided for in this paragraph. Full-time is defined as a minimum of 40 hours worked per week. In order for part-time work to fulfill the training requirement, 36 months of training with a minimum of 20 hours worked per week is required.***



**EDUCATION**

<b>COLLEGE/UNIVERSITY/TECHNICAL SCHOOL/OTHER</b>	<b>MAJOR COURSE</b>	<b>DATES ATTENDED</b>	<b>DATE GRADUATED</b>	<b>DEGREE AWARDED</b>

**EMPLOYMENT**

Give full information concerning periods of employment which have contributed to your experience in the practice of landscape architecture. Start with your present position and work back, explaining clearly your exact duties and other details required. One employment verification form for each employer must be submitted.

<b>NAME &amp; ADDRESS OF EMPLOYER</b>	<b>DATES OF EMPLOYMENT</b>	<b>JOB DESCRIPTION &amp; SUPERVISOR</b>

**APPLICANT HISTORY**

- 1. Have you ever had a license revoked, suspended or otherwise sanctioned by any board or agency in Georgia or any other state?      ( ) YES      ( ) NO      If YES, attach certified copy of order.
  
- 2. Were you ever denied issuance of or, pursuant to disciplinary proceeding, refused renewal of any license by any board or agency in Georgia or any state?      ( ) YES      ( ) NO      If YES, attach certified copy of order.
  
- 3. Have you ever been convicted of a felony or misdemeanor (other than traffic violation) or entered a plea of guilty, nolo contendere, or a plea under the "First Offender Act"? DUI and DWI are not minor traffic offenses.  
     ( ) YES      ( ) NO      If YES, attach certified copy of conviction or plea.

**Have you passed all parts of the L.A.R. E. and the state exam?      ( ) YES      ( ) NO**

- 4. When did you take the exam. \_\_\_\_\_ What state? \_\_\_\_\_

**CLARB follows the standards set by the Americans with Disabilities Act (ADA) for reasonable accommodations for disabled candidates. Should you require special accommodations for a disability, please contact CLARB as soon as possible to ensure that the testing environment will meet your needs.**

**Requests for special accommodations for a disability must be made at least 60 days prior to the testing date.**

**AFFIDAVIT**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Landscape Architects, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or other document as indicated on pages 7 and 8 of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

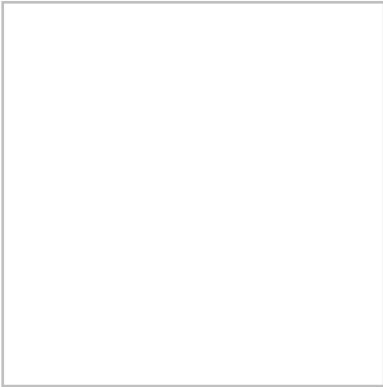
SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE APPLICANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE



Notary Stamp

## Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

**GEORGIA STATE BOARD OF LANDSCAPE ARCHITECTS**  
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Macon, GA 31217  
(404) 424-9966

**EMPLOYMENT VERIFICATION**

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_
3. Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
4. Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Landscape Architect License # \_\_\_\_\_ State \_\_\_\_\_
5. Job Title of Applicant \_\_\_\_\_
6. Full description of the kind of work performed. If more space is needed, include additional pages, and **have each page signed by supervisor.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Principal Business of Firm \_\_\_\_\_
8. Total Years Worked \_\_\_\_\_ Average Hours Worked Per Week \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_
9. Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

I hereby solemnly swear under penalties of perjury that all the statements made by me (and the pages attached) are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(Must be signed and dated by the applicant prior to review by the supervisor)

I hereby certify that the information furnished by the Applicant in the certification above is accurate.



\_\_\_\_\_  
Name of Supervisor (PLEASE PRINT)

\_\_\_\_\_  
Signature of Supervisor as Identified in Item #4

\_\_\_\_\_  
Date

**Affix Seal of Supervisor As Indicated In Item #4**

Sworn to and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_



NOTARY STAMP

**IF SUPERVISOR WISHES TO MAKE ADDITIONAL COMMENTS REGARDING THE APPLICANT'S WORK PERFORMANCE, THESE SHOULD BE MAILED UNDER SEPARATE LETTER AND SENT DIRECTLY TO THE BOARD OFFICE.**

(To be mailed by applicant to the State Board where he/she sat for previous examinations)

**CONCERNING TRANSFER OF GRADES**

To \_\_\_\_\_ State Board of Landscape Architects

I am applying to the **GEORGIA STATE BOARD OF LANDSCAPE ARCHITECTS** for:

( ) Permission to sit for examination based on partial passage of written examination as a candidate of your State.

( ) Licensure by Transfer of Passing Grades

This is my authorization for the \_\_\_\_\_ Board to furnish the Georgia Board all the information requested below. Upon completion of the Certification form, please forward to the applicant in a sealed envelope. Applicant must submit to the Georgia Board office with application.

Name of Applicant (**TYPE** or **PRINT**) \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address of Applicant \_\_\_\_\_

**CERTIFICATION OF \_\_\_\_\_ STATE BOARD OF LANDSCAPE ARCHITECTS**

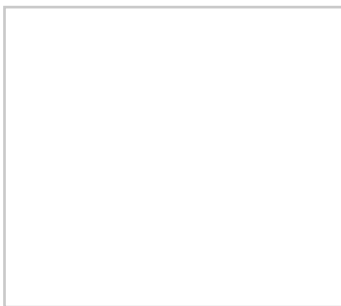
Our records indicate that the person named above:

- 1. Was issued Landscape Architect License Number \_\_\_\_\_
- Original Date of Issuance \_\_\_\_\_
- Current Expiration Date \_\_\_\_\_

2. Does applicant's file contain any information, which may be a discredit?

3. Has applicant taken written exams? Please name exam, date and grade.

\_\_\_\_\_  
\_\_\_\_\_



**BOARD SEAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date