



North Carolina Board of Landscape Architects

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PROCESSING APPLICATIONS FOR REGISTRATION AS A LANDSCAPE ARCHITECT

The North Carolina Board of Landscape Architects desires to process applications for registration as a landscape architect in North Carolina as expeditiously as possible in accordance with the law, Chapter 89A of the General statutes of North Carolina. Applicants can materially assist the Board by submitting adequate and timely documentation to substantiate all of the essential statutory and administrative requirements.

The Board will give approval only to applications that fully satisfy all statutory and administrative requirements.

Applications will not be presented to the Board for consideration until all supporting documents have been received. Examples of supporting documents include acceptable confidential reference forms, transcripts of college or university degrees, and employment verification forms.

The following types of documentation will be acceptable to the Board in satisfaction of requirements:

1. The application should be clearly marked to indicate whether registration is sought through examination reciprocity or reinstatement.
2. The applicant's full name should be listed.
3. Date of birth is an essential element to meet the requirements of the law.
4. The applicant's complete residence address, telephone number(s) and email address should be listed. The board should be notified of any changes.
5. The Board will use the business address in corresponding with an applicant or registrant unless specifically requested to use a different address.
6. Educational achievement should be documented by having the institution transmit an official transcript to the Board, complete with the impression of the seal of the institution. Student issued transcripts will not be accepted unless they are a sealed document.
7. The Board will verify experience by past and present employers. Please have both past and present employers complete and transmit directly to the Board, the Employment Verification form.

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A separate listing should be made for each period of employment. List each period separately. List only one period of employment in a block. Complete additional pages if necessary.

For each employment period, clearly indicate the following:

- a. Concise description of the employer's business.
- b. Concise description of your duties and responsibilities.
- c. Whether the work was full time or part time. Part time work should show number of hours per week.

NOTE: The Board will not consider employment while enrolled in a collegiate curriculum. It is not permissible to gain both educational and experience equivalents during the same period of time.

The application form should be signed and notarized. Please note that the applicant is signing a statement verifying "for the truth and accuracy of all statements and answers with full knowledge of the fact fraud or misrepresentation is grounds for refusal, or subsequent revocation of a certificate."

Three confidential reference forms, with acceptable notations and comments concerning the applicant must be received by the Board prior to consideration of the application. At least one of the confidential reference forms should be from a registered landscape architect. The registered landscape architect should indicate the name of the state or states in which he or she is registered and the certificate or registration number. It is preferred that the persons submitting references mail them directly to the Board. It is the responsibility of the applicant to assure that the persons completing the confidential reference forms have the address of the North Carolina Board of Landscape Architects, and to follow through to ascertain that the confidential reference forms have been completed and mailed to the Board.

EXAMINATIONS

The North Carolina Board administers the paper/pencil graphic exam sections, C & E. Sections C & E of the L.A.R.E are offered twice a year in June and December. The exam is given in Raleigh, NC.

Sections A, B and D of the exam are administered by the Council of Landscape Architectural Registration Boards (CLARB). CLARB administers these sections of the exam using a computer-based test administration system. Please visit CLARB.org for further information regarding computer testing.

Examination materials must be ordered considerably in advance of the examination dates. Customarily, the examination orders are entered on or before April 1st and October 1st.

Persons planning to take the Landscape Architects Registration Examination should start early to prepare for the examination and to submit their application for registration by examination. Early submission of applications is encouraged. The Board meets quarterly.