



# NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS

P.O. Box 41225 • Raleigh, NC 27629-1225 • [www.ncbola.org](http://www.ncbola.org)  
 Phone: (919) 850-9088 • Email: [contact@ncbola.org](mailto:contact@ncbola.org)

**This application shall be completed in accordance with the requirements as established by NCGS 89A.**

This Application is submitted for (check one):

Comity      Examination

**Application Fee \$100.00**

**(NOTE: Board meets quarterly. Applications and supporting documentation must be received 30 days prior to meeting.)**

Preferred mailing address:     Home      Business

Full name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

Home City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Business City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Web Site \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Place of Birth \_\_\_\_\_  
(City) (State) (County)

If you have a CLARB Council Record, please check here: \_\_\_\_\_ You must contact CLARB directly and request that the CCR be transmitted to the NC Board. You must complete the entire application form even if you have a CCR.

You are required to list three character references, one of which must be a Landscape Architect. Please list below. If you have a CLARB Council Record, these references must match the CCR. If not, you will be required to obtain reference forms.

Name	Address

If you hold license(s) in other states, please list them below.

**How was license granted:**

State	License Number	Exam, Grandfather, or Comity

A form will be sent to each Board that you list. You may wish to contact those Boards directly to inquire if there is a fee for license verification.

*I hereby attest that all of the information contained in this application is true and accurate.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Public \_\_\_\_\_

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

Seal

<b>(DO NOT WRITE IN THIS SPACE)</b>
Date Received:
Fee Received:

Education (a degree from an accredited curriculum approved by the Landscape Architectural Accreditation Board (LAAB) shall be deemed have met the educational requirement)

Transcripts must be forwarded to the Board under separate cover from the institutions listed.

Institution	Degree	Dates Attended	Date of Degree	Total Yrs & Months

**Professional Experience (MINIMUM FOUR YEARS REQUIRED)**

Employment verification forms must be forwarded to the Board from the companies or institutions listed. You may not overlap credits for the same time periods for education or experience. Round off percentages to the nearest month.

Company (Name & Location)	Duties Performed	Dates	Total Yrs & Months

**IMPORTANT NOTES**

**Application Deadline:** It is the responsibility of each applicant to ensure that the Board receives documentation supporting this application no less than **30 business days prior to the next regularly scheduled Board meeting**. Applicants will not be contacted regarding their application.

The following rules are applicable to applications for licensure by comity and by exam:

**21 NCAC 26 .0303 CERTIFICATE OF RECIPROCITY**

- (a) To assure that the requirements of the other state are at least equivalent to those of this state, an applicant for a certificate of registration by reciprocity shall show education and experience equal to those required of applicants residing in this state who seek registration by examination.
- (b) An application for a certificate of registration by reciprocity must be made on the form provided by the board and must be accompanied by the fee. (c) To be approved for a certificate of registration by reciprocity, the applicant must meet the following requirements:
  - (1) Provide evidence of having successfully completed the examination published by the Council of Landscape Architectural Registration Boards or hold a certificate issued by the Council of Landscape Architectural Registration Boards; and (2) Provide certification from the proper official of any state having a landscape architectural registration act that the individual is currently registered and in good standing in that state.
  - (3) In lieu of the requirements of Subparagraph (1) of this Paragraph an applicant for reciprocity who was licensed prior to the adoption of a national examination shall show proof of having met the requirements of their licensing state at the time of their licensure.
  - (4) Submit such additional information concerning the applicant's qualifications as may be requested by the board.
  - (5) Submit examples of work upon request.

**21 NCAC 26 .0301 EXAMINATION**

- (a) Notice. The Board shall hold at least one examination during each year and may hold such additional examinations as may appear necessary. The secretary shall give public notice of the time and place for each examination at least 60 days in advance of the date set for the examination.
- (b) Examination. The Landscape Architect Registration Examination published by the Council of Landscape Architectural Registration Boards shall be the examination given by the Board, so long as the Board shall remain a member of the Council of Landscape Architectural Registration Boards. The Board may administer a state supplement to the Landscape Architecture Registration Exam (LARE) as allowed by the Council.
- (c) "Qualified Applicant" - An applicant is deemed qualified to take the Landscape Architects Registration Examination (LARE) upon graduation from a Landscape Architect's Accreditation Board (LAAB) accredited collegiate curriculum in landscape architecture and has completed the experience requirements, both as set forth in Paragraphs (d) and (e) of this Rule.
- (d) Educational Requirements. In allowing credit for education in fulfilling the minimum qualification requirements established by statute, the Board will allow credit for educational experience as follows: An undergraduate, a masters, or a doctorate degree from an accredited curriculum approved by the Landscape Architectural Accreditation Board (LAAB) shall be deemed to have met the educational requirement.
- (e) Experience Requirements.
  - (1) An applicant shall have a minimum of 8,000 hours of professional experience in landscape architecture working under the direct supervision of a registered landscape architect. In submitting an application to the Board for registration, a licensed landscape architect shall certify that the applicant has completed the number of hours indicated on the form; or
  - (2) An applicant may petition the Board for up to 8,000 hours of experience credit by providing proof of work experience that is directly related to the practice of landscape architecture as defined by G.S. 89A-1(3).
  - (3) Experience credits shall be based on a full-time work week of 40 hours and a work year of at least 2,000 hours. Part-time work must be fully described and can be given proportional credit.
  - (4) One cannot receive experience credit if the work is fulfilling an educational requirement.

### Public Notice Statement

Required by N.C. General Statute § 143-764(a)(5), Effective December 31, 2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

Employee Classification Section  
North Carolina Industrial Commission  
1233 Mail Service Center Raleigh, NC 27699-1233  
Telephone: (919) 807-2582  
Fax: (919) 715-0282  
Email: [ernp.classification@ic.nc.gov](mailto:ernp.classification@ic.nc.gov)

Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [N.C. Gen. Stat. § 143- 762(5)]

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I certify that I have read the Public Notice Statement above and that I understand it.

**Please indicate below which statement best applies to you:**

Within the past twelve (12) months I **have not been** investigated for employee misclassification.

Within the past twelve (12) months I **have been** investigated for employee misclassification and have attached the results of the investigation to this application.

**Note: Pursuant to North Carolina General Statute § 143-765(b): “An occupational licensing board or commission shall deny the license, permit, or certification application of any applicant who fails to comply with the certification and disclosure requirements of this section.”**