



**South Carolina Department
of Labor, Licensing and Regulation**

**Board of
Landscape Architectural Examiners**

Administrative Manual

Introduction

The fundamental role of the profession of landscape architecture is to safeguard public health and property and maintain the natural balance between man and the environment. The public relies on the judgment and skill of licensed landscape architects to provide land areas that are safe, functional, and aesthetically pleasing. As a design professional, the landscape architect draws from an extensive background in the disciplines of drafting, architecture, surveying and mapping, planning, constructions, engineering, geology, soils contract and specification writing, and with all the natural and social sciences.

Unless otherwise provided herein, the administration of the S.C. Board of Landscape Architectural Examiners shall be consistent with applicable laws and regulations established by the State of South Carolina and the South Carolina Department of Labor, Licensing and Regulation.

This manual is designed to assist applicants in obtaining useful information on the licensure of landscape architects in the State of South Carolina. It contains details on requirements and applications for the Landscape Architect Registration Examination (LARE), licensure, reinstatement, Emeritus status, license renewals, Certificates of Authorization the fee structure for the program, and a list of schools with accredited landscape architectural programs.

If you have any questions about information provided in this manual, please contact the Board at (803) 896-4580 or at Contact.LSA@llr.sc.gov .

Program History

The State of South Carolina enacted the Landscape Architect Licensure Law in 1976. Act 698 of 1976 assigned the responsibility of administration of the law and organization of the licensing process to the S.C. Land Resource Commission, which was consolidated into the S.C. Department of Natural Resources – Land, Water and Conservation Division in 1994. Legislation passed in 2010 established the program as the S.C. Board of Landscape Architectural Examiners, administered by the S.C. Department of Labor, Licensing and Regulation. The Board supplies administrative support, prepares the annual budget and state reports, and coordinates activities within the jurisdiction of the Board.

The Board of Landscape Architectural Examiners advises and assists the Department on carrying out its responsibilities. Professional members of the Board must be a licensed landscape architect who has been actively engaged in this practice for a period of at least five (5) years, and who has been in responsible charge of landscape architecture for at least three (3) years. The Board consists of five (5) licensed landscape architects and two (2) public members that are appointed by the Governor.

The S.C. Code of Laws, Section 40-28-10, as amended, restricts the use of the title “landscape architect” and limits the practice of Landscape Architecture to only those individuals licensed by the Board. The SC Code of Laws for Landscape Architects is available online at <http://www.scstatehouse.gov/code/t40c028.htm> .

The Council of Landscape Architectural Licensure Boards (CLARB) – Landscape Architect Registration Examination (LARE) is required of all candidates for licensure, with the exception of reciprocity candidates and candidates who demonstrate proof of CLARB Certification. All 50 states and Puerto Rico have enacted laws to provide for the regulation of the profession of landscape architecture. In addition, Alberta, British Columbia and Ontario administer the LARE to licensure candidates in Canada.

The S.C. Code of Laws, Section 40-28-70 requires corporations and partnerships to apply to the Board for a Certificate of Authorization before rendering landscape architectural services in this state.

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Applications for the CLARB – Landscape Architect Licensure Examination
(LARE)

Candidates who wish to take any section of the CLARB – Landscape Architect Licensure Examination (LARE) must submit a completed application and be approved by the Board prior to registering to take the exam. Candidates will not be permitted to sign up for the exam until the Board has verified their approval with CLARB.

To qualify to take the LARE in S.C., candidates must meet one of the following requirements:

METHOD 1 – ACCREDITED DEGREE/TWO (2) YEARS EXPERIENCE

Candidates must:

- (1) Be a graduate of an accredited landscape architectural curriculum approved by the Department (a list of accredited colleges and universities offering degree programs in landscape architecture is in the Appendix); and
- (2) Have two (2) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board.

METHOD 2 – NON-ACCREDITED DEGREE OR FOUR (4) YEAR DEGREE IN RELATED FIELD/FIVE (5) YEARS EXPERIENCE

Candidates must:

- (1) Be a graduate of a non-accredited curriculum or a four (4) year college with a degree in a related field approved by the Board; and
- (2) Have five (5) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board.

LARE STRUCTURE

The sections of the LARE are:

- Section 1 – Project and Construction Administration
- Section 2 – Inventory and Analysis
- Section 3 – Design
- Section 4 – Grading, Drainage and Construction Documentation

IMPORTANT NOTES ON APPLICATION APPROVALS:

Applications for the LARE are accepted year-round and will be processed upon receipt for the next available testing window. It is the responsibility of the candidate to submit the appropriate paperwork for processing by the CLARB registration deadline. Please be aware of the following items:

1. CLARB Council Records typically take 30-45 days to complete.
2. Applicants that have an accredited degree in landscape architecture and two (2) years of experience verified by a licensed landscape architect qualify for staff level review of their application, and will be reviewed upon receipt of all application materials.
3. **Applicants that apply under the non-accredited degree/five (5) year experience requirement or that need to have their education or experience approved must appear before the Board for an application hearing on a regularly scheduled Board meeting date.**
 - The Board meets in February, May, July, and October. Application materials must be submitted to the Board no later than two weeks prior to the meeting date. A Board Meeting Calendar is posted on the Board website at <http://www.lironline.com/POL/landscapearchitect/index.asp?file=cal.htm> .
 - **Applicants applying for approval of experience must submit three (3) project examples for review by the Board.** These examples must be sent to the Board as a PDF document by email. We are not set up to accept dropbox files, so the documents must be emailed directly to the Board.
4. **If you are not a U.S. Citizen:** you will need to submit additional documentation for the Verification of Lawful Presence when you submit the SC Application. We will need a copy of one of the following documents in addition to the copy of your social security card and state-issued photo identification or passport:
 - Unexpired Reentry Permit (I-137)
 - Permanent Resident Card or Alien Registration Receipt Card with Photograph (I-551)
 - Unexpired Refugee Travel Document (I-571)
 - Unexpired Employment Authorization Card which Contains a Photograph (I-766)
 - Machine Readable Immigrant Visa (with Temporary I-551 Language)
 - Temporary I-551 Stamp (on passport or I-94)
 - I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
 - I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)
 - DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)

APPLICATION PROCESS

In order to pre-register, new exam candidates will need to take the following steps:

- (1) All candidates are required to start a Council Record with the Council of Landscape Architectural Examiners (CLARB) to take the exam. Visit their website at <http://www.clarb.org> to establish a Council Record.

Once the Council Record is complete:

- (2) Contact CLARB and request that the record be transmitted to the SC Board of Landscape Architectural Examiners.
- (3) Complete the SC Board of Landscape Architectural Examiners application. Applicants can apply through the online application system at <https://eservice.llr.sc.gov/NewAppsV2/Login/LoginPage?ReturnUrl=%2fNewAppsV2%2f> or can mail in the application posted on the website at <http://www.llronline.com/POL/LandscapeArchitect/PDF/Applications/Exam%20Application.pdf>
- (4) Submit 2 additional references that are not on the CLARB Council Record. (the SC Board requires a total of 5 references and will accept the 3 references on the CLARB Record.) A reference form is available at <http://www.llronline.com/POL/LandscapeArchitect/PDF/Applications/LA%20Reference.pdf>

Once the materials are received, the application will be reviewed for addition to the SC Pre-Approved Candidate list for the examination. **Your name must be added to this list before you will be allowed to take any sections of the examination.** Please note that you may be required to appear before the Board for an application hearing to get qualifying experience approved.

- *Candidates for the LARE will only submit to this application process for their first administration of the exam in S.C. Once the application is approved, applicants are placed on South Carolina's List of Pre-Approved Candidates for the LARE and can register for any further administrations of the exam. A name will be removed from the Pre-Approved candidate list and will be considered "lapsed" if the candidate does not take the exam for a period of three years. If it has been more than three years since you last took the exam, please contact our office to have your name added to the list.*

SCORE REPORTS

CLARB will transmit an official score report to the Board approximately one (1) week before they are posted on the CLARB website. An official score report will be mailed to candidates from the Board.

- (1) If the candidate fails sections or if the Board records show incomplete sections of the exam, a licensure form and instructions on applying for the next administration of the exam will be included with the score report.
- (2) Once the candidate passes all sections of the LARE, the Board will notify the candidate in writing of their passing scores and eligibility to apply for licensure as a landscape architect in the State of South Carolina. Instructions on applying for licensure will be included with the passing score report.

Applications for Licensure

To apply for licensure as a landscape architect in the State of South Carolina, applicants must be able to read and write the English language and must successfully complete the CLARB - Landscape Architect Licensure Examination (LARE).

There are four (4) methods to meet the requirements for licensure in this State.

METHOD 1 – ACCREDITED DEGREE/TWO (2) YEARS EXPERIENCE/CLARB-LARE

Applicants for licensure must:

- (1) Be a graduate of an accredited landscape architectural curriculum approved by the Board (the Appendix contains a list of accredited schools that offer degree programs in landscape architecture);
- (2) Have two (2) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board;
- (3) Successfully complete all sections of the CLARB – LARE.

METHOD 2 – NON-ACCREDITED DEGREE OR FOUR (4) YEAR DEGREE IN RELATED FIELD/FIVE (5) YEARS EXPERIENCE/CLARB-LARE

Applicants for licensure must:

- (1) Be a graduate of a non-accredited curriculum or a four (4) year college with a degree in a related field approved by the Board;
- (2) Have five (5) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board;
- (3) Successfully complete all sections of the CLARB – LARE.

METHOD 3 – RECIPROCITY

Applicants for licensure must:

- (1) Hold a license to practice landscape architecture issued upon examination by a legally constituted board of examiners of another state or the District of Columbia, or a territory or possession of the United States, with requirements substantially equivalent to those of this State.

METHOD 4 – CLARB CERTIFICATION

Applicants for licensure must:

- (1) Submit certification documents from the Council of Landscape Architect Licensure Boards (CLARB) verifying qualifications for licensure.

Application Process

Applications and forms for licensure are posted on the Board website under “Applications and Forms.” To apply for licensure as a landscape architect in the State of South Carolina, applicants must submit the following materials application materials to our office:

- (1) The completed application from the S.C. Department of Labor, Licensing and Regulation.
 - (a) Submit the \$200.00 fee along with the application. **Please make checks payable to LLR – Landscape Architect Board.**
 - (b) All fields on the application must be filled out completely. The Board will accept a CLARB Council Record or a résumé as an attachment to the application, but it will not substitute for completing the information on the application form.

(a) Incomplete or incorrect applications will not be processed. They will be returned to the applicant.
- (2) Original college transcripts.
 - (a) The transcripts must be an original. Copies will not be accepted.
 - (b) The transcript can be submitted with the application or sent to the Board directly from the college/university.
- (3) Five professional references, three of which must be licensed landscape architects.
 - (a) The landscape architects providing references may be licensed in any state.
 - (b) Relatives, members of the Department, and members of the Board may not provide references for applicants.
 - (c) The Landscape Architect Reference Form is available for applicants to forward to their references. The applicant will fill out the top portion with

their name and address, and forward the form to their references. The reference will complete the rest of the form and return it directly to our office.

- (4) Employment Verification Forms from each employer listed on the “employment” section of the application. The applicant is responsible for downloading the form from the website and forwarding it to their current and previous employers for completion and return to the Board.
- (5) Reciprocity Verification Form, if you have passed sections of the examination in another state. The applicant is responsible for downloading the form from the website and forwarding it to the state(s) where they completed the examination and are licensed for completion and return to the Board.
 - (a) **If the candidate has a CLARB Council Record or is CLARB Certified, they need to request that their record be transmitted to our office.** They can contact CLARB at (571) 432-0332 or submit the request through their website at <http://www.clarb.org> . The Board will accept the three (3) professional references on the Council Record. Therefore, applicants with a Council Record only need to submit two (2) additional references for the application.
 - (b) Applicants with CLARB Council Records do not need to submit Employment Verification Forms or Reciprocity Verification Forms for their application.

Upon receipt of an application, the Board will:

- (1) Verify that the application is filled out completely and correctly and review all application materials to verify that the applicant meets the education/experience/examination requirement.
- (2) Once all of the completed forms are received, the application will be reviewed for approval for licensure.
- (3) If additional information is required, the applicant will be contacted by E-mail.
- (4) If approved, the applicant will be notified in writing.
- (5) If the applicant requires an application hearing, Board staff will contact them by email with instructions for requesting a hearing at the next available Board meeting.

License Renewals

All licenses and Certificates of Authorization are renewable biennially. Licenses expire on January 31 of odd numbered years. License renewals received after February 1st will be subject to a \$20.00 late penalty fee. Licenses not renewed by March 31st will lapse due to non-payment of renewal fees.

Licensures and Certificates of Authorization can be renewed by filling out a renewal form in hard copy or on-line and by paying the applicable renewal fee. Renewal fees are \$200.00 for individual licensures and \$400.00 for Certificates of Authorization. **Please make checks payable to LLR – Landscape Architect Board.**

Information and instructions for the renewal process will be mailed from the Board office in November.

Renewal cards will be mailed to individuals within 48 hours of receipt of the renewal.

Applications for Emeritus Status

A landscape architect qualifies for Emeritus status if they:

- (1) Have been licensed for ten consecutive years or longer;
- (2) Are sixty-five years of age or older; and
- (3) Are not engaging or offering to engage in the practice of landscape architecture.

In order to apply for Emeritus status, the applicant must submit the completed application form located on the Board website under “Applications and Forms.” Once received, the applicant’s file will be reviewed to determine if they have met the qualifications of Emeritus Status.

- (1) If additional information is required, the applicant will be contacted by E-mail.
- (2) If approved, the applicant will be notified in writing.
- (3) If disapproved, the applicant will be notified of the reason for disapproval and requirements to qualify for Emeritus Status.

Applications to Return to Active Status from Emeritus Status

If an Emeritus landscape wishes to return to active status, they may do so by:

- (1) Submitting an application for Reinstatement to the Board;
- (2) Submitting the \$250.00 reinstatement fee (**please make checks payable to LLR – Board of Landscape Architects**); and
- (3) Completing Continuing Education hours, not to exceed forty (40) hours.

The application will be reviewed for verification that the requirements to return to active status are met.

- (1) If additional information is required, the applicant will be contacted by E-mail.
- (2) If approved, the applicant will be notified in writing.
- (3) If disapproved, the applicant will be notified of the reason for disapproval and requirements to qualify for a return to active status.

Applications for Reinstatement

Licenses that have been in lapsed status for less than two (2) years may reinstate by submitting the following materials to the Board:

- (1) The reinstatement application.
- (2) The \$250.00 reinstatement fee. **Please make checks payable to LLR – Landscape Architect Board.**
- (3) Documentation of twenty hours of continuing education activities.

Applications for reinstatement will be reviewed by the process for licensure.

- (1) If approved, the applicant will be notified in writing.
- (2) If disapproved, the applicant will be notified in writing with the reason for disapproval and the requirements to qualify for reinstatement.

Applications that have lapsed for more than two (2) years must reapply for licensure.

Applications for Certificate of Authorization

In order to qualify for a Certificate of Authorization, the business must meet the following requirements:

- (1) File with the S.C. Secretary of State; and
- (2) One or more of the corporate officers or one or more of the principal owners or a full-time employee must be designated as being responsible for the professional services regulated by the Board and must be licensed in this State.

To apply for a Certificate of Authorization, the firm must submit the following documents to the Board:

- (1) The completed application from the S.C. Department of Labor, Licensing and Regulation.
 - (a) Please submit the prescribed fee along with the application. The fee is \$200.00. **Please make checks payable to LLR – Landscape Architect Board.**
 - (b) All fields on the application must be filled out completely.
 - (c) **Incomplete or incorrect applications will not be processed. They will be returned to the applicant.**
- (2) A copy of the firm's Certificate of Authority from the S.C. Secretary of State.

Once the application is received, it will be reviewed to determine if it is complete and if there is sufficient documentation showing that the firm meets all of the requirements in our law.

- (1) If approved, the applicant will be notified in writing.
- (2) If additional information is needed, the applicant will be notified by E-mail.
- (3) If disapproved, the applicant will be notified in writing with the reason for disapproval and requirements to qualify for a Certificate of Authorization.

Fee Structure

ATTENTION CHECK WRITERS! The Board gladly accepts checks. **Please make all checks payable to LLR – Board of Landscape Architects.** When a check is provided as payment, you authorize the Board to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

<u>Fee Description</u>	<u>Amount</u>
Application Fee	\$50.00
Initial Licensure Fee (Reciprocity)	\$200.00
Certificate of Authorization Initial License Fee	\$200.00
Reinstatement Fee	\$250.00
Biennial License Renewal Fee	\$200.00
Biennial Certificate of Authorization Renewal Fee	\$400.00
Late Fee (for delinquent renewals)	\$20.00

Accredited Degree Programs in Landscape Architecture

The Council of Educators in Landscape Architecture (CELA) is composed of all programs of higher learning in landscape architecture in the United States, Canada, Australia and New Zealand, as well as institutional members from other parts of the world. A list of accredited landscape architectural programs is available through their website at <http://www.thecela.org/school-list.php>

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