



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Landscape Architectural Examiners

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www.llr.sc.gov/POL/LandscapeArchitect/



INDIVIDUAL LANDSCAPE ARCHITECT RENEWAL – 2019 - 2021

RENEWAL INSTRUCTIONS:

- You must return this **original** form with all the questions answered and an **original** signature affixed. Your renewal will be returned unprocessed if this form is not complete.
- Submit a check or money order only in the amount of **\$200** made payable to **Board of Landscape Architectural Examiners**. Write your license number on your check. Fee is non-refundable. **NO CASH IS ACCEPTED.**

PLEASE NOTE:

- Renewal application and fee must be postmarked on or before **January 31, 2019**. Renewal applications postmarked February 1, 2019 – March 31, 2019, will be subject to a \$20 late fee, for a total of \$220. After **March 31, 2019**, the license is lapsed and an Application for Reinstatement must be submitted.

APPLICANT INFORMATION

Full Name: _____ REGISTRATION NO.: _____

Business Name: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

Business E-Mail: _____

Business Phone: _____ FAX: _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____ Home Email: _____

Preferred Mailing Address: (check one) Business Home

(Please include your full name, registration number, e-mail and complete mailing addresses)

CONTINUING EDUCATION

1. **CONTINUING EDUCATION:** Twenty hours of continuing education are required for registration renewal. All twenty CE hours must include the study of relevant technical and professional landscape architectural subjects or related to safeguarding life, health, property, and promoting the public welfare (HSW). This reporting period is from February 1, 2017 through January 31, 2019.
2. **FIRST-TIME LICENSEES:** If this is the first renewal period for your South Carolina license, you are exempt from the continuing education requirements for this reporting period. When completing the CERTIFICATION statement, please check off the exemption for "FIRST-TIME LICENSEE."
3. **LICENSEES ON ACTIVE MILITARY DUTY:** Individuals serving on active military duty are exempt from continuing education requirements while serving. If you are claiming this exemption and are serving on active duty in the Armed Forces of the United States, please check off the exemption for "LICENSEES ON ACTIVE MILITARY DUTY" when completing the CERTIFICATION statement.
4. **PERSONAL HARDSHIPS:** Personal hardship requests are considered on an individual basis and must be received by January 1, 2019. If you have already been granted a personal hardship exemption by this Board in writing, you are exempt from the continuing education requirements. When completing the CERTIFICATION statement, please check off the exemption for "PERSONAL HARDSHIP" and attach your letter from the Board approving the hardship.

RENEWAL QUESTIONS

You must answer the following questions. If your answer to any of the questions is yes, please explain on a supplemental sheet. Applications will be returned if questions are not answered.

1. Since February 1, 2017, has your professional or occupational registration/license been denied, suspended or revoked in any jurisdiction? Yes No
2. Since February 1, 2017, have you surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to pending or threatened disciplinary action? Yes No
3. Since February 1, 2017, have you been found by any court to have violated the landscape architectural registration laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes No
4. Since February 1, 2017, have you been the subject of disciplinary action by a professional or occupational registration Board? Disciplinary action includes, but is not limited to, any reprimand, fine, probation, suspension, revocation, cease and desist order, consent orders, settlement agreements, stipulations or other action relating to the practice of landscape architecture. (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes No
5. Since February 1, 2017, have you been convicted of a crime (other than traffic violation)? Yes No
6. Has there been any change in the status of your lawful presence in the United States since initial licensure? Yes No

CERTIFICATION STATEMENTS – Answer ONE of the following

1. I have completed or will have completed the required twenty hours of continuing education by January 31, 2019. This reporting period is from February 1, 2017 through January 31, 2019. (**DO NOT** include any documentation of your continuing education hours; keep the documentation in the event your report is audited). Yes No
2. I am exempt from continuing education requirements for the following reason:
 - First-Time License Renewal.
 - Licensee on Active Military Duty. I certify that I am currently serving on active military duty in the Armed Forces of the United States.
 - Personal Hardship (Attach Board's Approval)

Applicant Signature

Print Applicant Name

Date

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.