

# SC Board of Landscape Architectural Examiners

## BOARD MEMBERS

- ◆ J. Parks McLeod, PLA, Chairman
- ◆ Edward A. Kinney, PLA, Vice Chairman
- ◆ John A. Tarkany, PLA
- ◆ Laura G. Dukes, PLA
- ◆ Barret D. Anderson, PLA
- ◆ Jean F. Catalano, Public Member
- ◆ T. Scott Bolser, Public Member

## BOARD STAFF

- ◆ Molly Price, Administrator
- ◆ Sherri Moorer, Program Assistant
- ◆ Hardwick Stuart, Advice Counsel

## BOARD MEETING DATES

All meetings are held at the SC Department of Labor,  
Licensing and Regulation, Synergy Business Park, Kingstree  
Building, 110 Centerview Drive, and begin at 10 a.m.

- ◆ February 6, 2019, in Conference Room 105
- ◆ May 8, 2019, in Conference Room 204
- ◆ August 28, 2019, in Conference Room 105
- ◆ November 20, 2019, in Conference Room 204



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## 2019—2021 LICENSE RENEWALS

- ◆ **License renewal notices will be sent by email and U.S. Mail by November 1, 2018.**
- ◆ **License renewals will open on November 5, 2018.**
- ◆ **Renewal of licenses and Certificates of Authorization will keep the license(s) valid through January 31, 2021.**
- ◆ **Passwords must be reset in order to renew online.** You will need to have a current email address and the UserID associated with the license in order to reset the password and renew online. The password can be reset by logging into the online renewal system and clicking “I Forgot My Password.” Please contact the Board office if you need to update the email address associated with your license.
- ◆ **You must renew online if you wish to pay the renewal fee by credit card.** The Board cannot accept credit cards by telephone, mail or in office.
- ◆ **If you wish to pay by check or money order, you must mail in the paper renewal form with the payment.** The paper renewal forms will be available on the Board website on November 5, 2018.
- ◆ **The Board cannot waive late penalty fees for any reason.** Be sure to renew by the January 31, 2019, deadline in order to avoid the \$20 late penalty fee. Renewals done online or postmarked February 1, 2019, or later, will be subject to the late penalty fee.
- ◆ **Individuals renewing their licenses must certify that they will have the 20 hours of continuing education by January 31, 2019.** Hours reported for this renewal must be obtained February 1, 2017 – January 31, 2019. The Board will allow a maximum of ten (10) hours to be carried over for the period of February 1, 2015 – January 31, 2017, that were not used for the 2017 license renewal. Please do not send continuing education documentation with the license renewal. Additional information on the continuing education requirement are available at <http://llr.sc.gov/POL/landscapearchitect/index.asp?file=ce.htm>
- ◆ **Individuals applying for a hardship exemption from the continuing education requirement must submit a written request and pertinent documentation to the Board office no later than January 1, 2019.**
- ◆ **The license renewal system will close at 11:59 p.m. on March 31, 2019.** Licenses and Certificates of Authorization that are not renewed by this time will lapse due to failure to renew.
- ◆ **Individuals randomly selected for the 2019 continuing education audit will be contacted by U.S. Mail in mid-April 2019.** This mail out will contain time sensitive instructions for submitting the reporting form and documentation for the audit to the Board office.

### EMERITUS STATUS

Individuals who are completely retired from practice, are 65 years old or older, and who have been licensed for 15 or more consecutive years, qualify for an Emeritus Status license. This is a “title only” license that allows individuals to maintain the title of an “Emeritus Landscape Architect” without having to pay the biennial license renewal fees, or meeting the continuing education requirement. Applications for Emeritus Status are available on the Board website at <http://llr.sc.gov/POL/landscapearchitect/PDF/Applications/Emeritus%20Application.pdf>

Individuals in Emeritus Status can return their licenses to active status at any time by completing the Reinstatement Application and submitting it to the Board office (the two-year limit on reinstatement does not apply to individuals returning to practice from Emeritus Status).



## REINSTATEMENT OF LAPSED LICENSES

The SC Code of Laws, Section 40-28-60(C) only allows a lapsed license to be reinstated for a period of two years after the license lapses. This means you'll have to reapply for licensure if your license lapsed before January 31, 2017. If you qualify for reinstatement, you will need to submit the reinstatement application, the \$250 reinstatement fee, and documentation of 20 hours of continuing education activities earned since February 1, 2015, to the Board office. The reinstatement application is available on the Board website at <http://lir.sc.gov/POL/LandscapeArchitect/PDF/Applications/Reinstatement%20Application.pdf>

Please contact the Board if it has been more than two years since your license lapsed. A staff member will review your file to determine the necessary paperwork for you to reapply for licensure with the Board.

Certificates of Authorization cannot be reinstated. Firms with a lapsed Certificate of Authorization must bring their filings with the SC Secretary of State's office into good standing per the SC Code of Laws, Section 40-28-70(C), and reapply with the Board before resuming practice in the State per the SC Code of Laws, Section 40-28-70(D). Firms can check their filings with the SC Secretary of State at <https://businessfilings.sc.gov/BusinessFiling/Entity/Search>. The application for a Certificate of Authorization is available at <http://lir.sc.gov/POL/LandscapeArchitect/PDF/Applications/COA%20Application.pdf>



## LANDSCAPE ARCHITECT REGISTRATION EXAM

The CLARB Landscape Architect Registration Examination (LARE) will be administered December 10-22. Registration of this exam will be open until November 30, 2018. Please note the following items:

- ◆ **The SC Board of Landscape Architectural Examiners no longer pre-approves candidates for the LARE.** Candidates can go directly to [www.clarb.org](http://www.clarb.org) to create an account and begin the registration process for the exam.
- ◆ **Candidates registering for the LARE will be required to establish a CLARB Council Record prior to registering for the exam.** CLARB requires three (3) professional references, but the Board will require five (5) professional references for licensure. Candidates can either put all five (5) references on the Council Record when establishing it for the exam, or submit the additional two (2) references directly to the Board upon passing all sections of the LARE.
- ◆ **Candidates should request that CLARB transmit their Council Record to the SC Board of Landscape Architectural Examiners upon passing all sections of the LARE.** Board staff will contact the candidate with information to complete his or her licensure application upon review of the Council Record.
- ◆ **Questions regarding the LARE can be directed to CLARB at (571)432-0332.**

## INTERESTED IN SERVING ON THE BOARD?

Members of the Board must be citizens of the United States, licensed in the State of South Carolina for a period of at least five years, in positions of responsible charge for at least three years, and reside in the State of South Carolina.

Interested in serving? Please contact Tommy Windsor at (803)734-5086 and complete a resume that includes the following information:

- ◆ Education and collegiate achievements.
- ◆ Professional experience.
- ◆ Professional and technical society activities.
- ◆ Civic and humanitarian activities.
- ◆ General personal date.
- ◆ References or letters of recommendation, if available.

### Submittal Information:

Governor Henry McMaster  
Office of the Governor  
1205 Pendleton Street  
Columbia, SC 29201  
FAX: (803)734-5167



## COMPLAINTS

LICENSURE  
STATISTICS AS OF  
OCTOBER 22, 2018

INDIVIDUAL LANDSCAPE  
ARCHITECTS: 666

CERTIFICATES OF  
AUTHORIZATION: 186

Licensees perform a valuable work for the public as licensed landscape architects in the State of South Carolina. The majority of licensed professionals are competent, skilled practitioners, and you are a witness to their good work. You may also witness work or processes that don't meet the requirements licensees must uphold, or find work performed by unlicensed individuals.

Licensees play an important role in safeguarding the public, and the Board relies on you to advise us when you encounter unprofessional, unethical, or unlicensed activities. Licensees have an ethical obligation under the SC Code of Regulations, Chapter 76-9(A)(8) which states that "if the landscape architect has knowledge or reason to believe that another person or firm may be in violation of any of these provisions, he/she shall present such information to the Department in writing, and shall cooperate with the Department in furnishing such further information or assistance as may be required. Furthermore, the SC Code of Laws, Section 40-28-190 ensures that "an investigation and proceeding conducted under this chapter is confidential and all communications are privileged." The Board encourages you to file a complaint if you witness a possible violation. The Board can accept anonymous complaints and pursue them if you do not wish to be the formal complainant, and the related information or documentation is publicly available.

The public relies on you to file a complaint if you suspect violations of Board statutes or regulations. It is not taken lightly, and will be investigated in a timely manner. Complaints must be filed through the online complaint form. Instructions on filing complaints are available at [www.llr.sc.gov/POL/landscapearchitect.index.asp?file=complaint.htm](http://www.llr.sc.gov/POL/landscapearchitect.index.asp?file=complaint.htm)

## ONLINE SERVICES

LLR offers many online services, including application status updates, change of address, and printing pocket cards. You will need the user identification and password for your online renewal to access these services, which are available at <https://eservice.llr.sc.gov/SecurePortal/Login.aspx>



## We Want to Hear From You

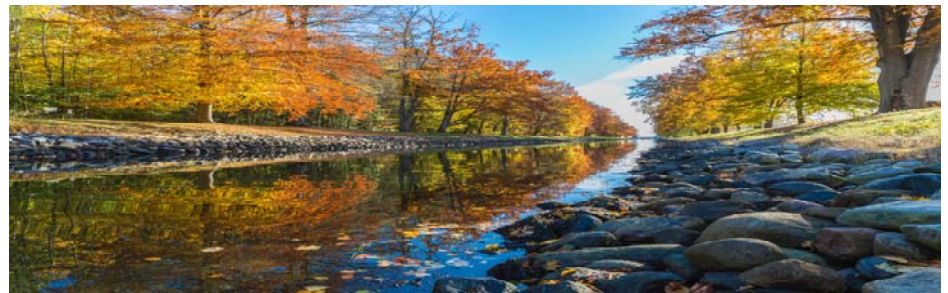
We hope the information in this newsletter is beneficial to you as a licensed landscape architect, exam candidate, or firm in the State of South Carolina. We welcome you to share this newsletter and the Board's website with anybody who has an interest in landscape architecture in South Carolina. Please submit information to [Contact.LSA@llr.sc.gov](mailto:Contact.LSA@llr.sc.gov) if you have suggestions for a future newsletter.



## OFFICE HOURS AND HOLIDAYS

The Board office is open 8:30 a.m.—5 p.m., Monday—Friday; except on the following State Holidays:

Date	Holiday
November 12, 2018	Veteran's Day
November 22-23, 2018	Thanksgiving Day
December 24, 2018	Christmas Eve
December 25-26, 2018	Christmas Day
January 1, 2019	New Year's Day
January 21, 2019	Martin Luther King, Jr. Day
February 18, 2019	President's Day
May 10, 2019	Confederate Memorial Day
May 27, 2019	National Memorial Day
July 4, 2019	Independence Day
September 2, 2019	Labor Day



## Contact Information

Physical Address:

Kingstree Building  
110 Centerview Drive  
Columbia, SC 29210

Mailing Address:

P.O. Box 11419  
Columbia, SC 29211-1419  
Phone: (803)896-4580

FAX: (803)896-9651

Email: [Contact.LSA@llr.sc.gov](mailto:Contact.LSA@llr.sc.gov)

Web: [www.llr.sc.gov/POL/landscapearchitect](http://www.llr.sc.gov/POL/landscapearchitect)

Twitter: @SCDLLR