



State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Registration for Architects, Engineers and Land Surveyors
333 Willoughby Avenue, 9th Floor, State Office Building
P.O. Box 110806, Juneau, Alaska 99811-0806
Phone: (907) 465-2540 E-mail: license@alaska.gov
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APPLICANT INSTRUCTIONS FOR LANDSCAPE ARCHITECTS REGISTRATION BY EXAMINATION OR COMITY

PLEASE READ THE APPLICATION, STATUTES, REGULATIONS, AND THESE INSTRUCTIONS BEFORE COMPLETING YOUR APPLICATION.

APPLICATIONS WILL BE PROCESSED according to the date received. The board meets four times a year, usually in February, May, August, and November. Applicants will be notified via e-mail of action taken by the board as soon as possible, but not more than three weeks after the board meeting. All documents received prior to receipt of application will be held up to one year and matched with an application upon receipt.

THE APPLICATIONS are updated frequently. If you obtained this application other than directly from the Division or its official website, the application may be outdated. Please check the website for the latest version. (<http://www.commerce.alaska.gov/occ/pael.cfm>)

A DENIAL OF AN APPLICATION for registration may be reported to any person; professional licensing board; federal, state or local government agency; other entity making a relevant inquiry; or as may be required by law.

ALASKA REGISTERS LANDSCAPE ARCHITECTS BY EXAMINATION, 12 AAC 36.068, OR COMITY, 12 AAC 36.109 and .100(e). See also AS 08.48.181 and .191.

ALASKA DOES NOT HAVE RECIPROCITY (WRITTEN AGREEMENT) WITH ANY OTHER STATE OR COUNTRY. Comity **MAY** be granted to professional registrants from other states, territories, and foreign countries at the discretion of the board and in compliance with statutes and regulations.

FEES

The application fee required is the nonrefundable fee in effect on the date the application is received by the Division of Corporations, Business and Professional Licensing. The registration fee which is in effect on the date of initial registration is the required fee. In the event the registration fee changes after you have applied the amount due will be recalculated based on the fee in effect at the time registration.

COMITY APPLICANTS

1. Complete pages 1 through 5 of the application and include the applicable fees. Application must be typed.
2. The applicant must submit a CLARB council certificate; OR
3. Submit verification of a current registration to practice landscape architecture in another licensing jurisdiction that was based upon CLARB certificate standards or meets the education, experience, and examination requirements of AS 08.48 and 12 AAC 36.100(e).

Exam score verification must be submitted directly from the jurisdiction where the exam was administered. Work verifications must be on a form provided (included in application packet) and must be submitted directly to the board by the person signing the form.

EXAMINATION APPLICANTS

1. Complete pages 1 through 5 of the application and include the applicable fees. Application must be typed.
2. An applicant must provide satisfactory evidence that the applicant's education and work experience is equivalent to the requirements set out in the table in 12 AAC 36.068(a)(2). Transcripts must be submitted directly to the board by the school.
3. Work verifications must be on a form provided (included in application packet) and must be submitted directly to the board by the person signing the form.
4. The L.A.R.E. is administered by CLARB. After board approval contact CLARB to register for the exam (<http://www.clarb.org>).

APPLICATION DEADLINE FOR EXAMINATION AND COMITY APPLICANTS

For the board to review an application for registration by comity the application, fees, and supporting documents, i.e., CLARB Council Certificates, must be **received in the Juneau office no later than 30 days before** the date of the next scheduled board meeting. (The completed application must be typed and notarized.) Check the Board website for meeting and exam dates.

For the board to review an application for registration by examination the application, fees, and supporting documents must be **received in the Juneau office no later than 30 days before** the date of the appropriate board meeting. (The completed application must be typed and notarized.) Check the board web site for meeting and exam dates.

RETAKING A FAILED EXAM

An applicant may apply for reexamination no more than four times within the five years after the date that the applicant filed the original application for examination. If the applicant has not passed the exam after five attempts or within the five years after first applying for the exam, the applicant will be required to submit a new application pursuant to 12 AAC 36.010.

ARCTIC ENGINEERING REQUIREMENT

ALL LANDSCAPE ARCHITECT APPLICANTS must successfully complete a board-approved arctic engineering course (listed on web page <http://www.commerce.alaska.gov/occ/pub/baac.pdf>). You may submit your application PRIOR to completion of the course to expedite the application process. If you have already completed the course indicate that information on the application (12 AAC 36.110(a)).

SPECIAL EXAM NEEDS

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the examination you must submit a written request for testing modifications to the board along with your application.

The applicant must have a licensed professional complete and submit directly to the board the "Application for Examination Accommodations for Candidates with Disabilities," Form 08-4214, available from the Division web page: <http://www.commerce.alaska.gov/occ/home.htm> The "Application for Examination Accommodations for Candidates with Disabilities" form will be submitted to CLARB to review for fairness, security, and psychometric impact.

REFERENCES

List five references, three of whom must be registered landscape architects having personal knowledge of your landscape architectural education, training, and experience. References may be contacted by the board for additional information. You must provide registration numbers for your references who are registered landscape architects.

RULES OF PROFESSIONAL CONDUCT

Please read the statutes and regulations (AS 08.48 and 12 AAC 36) and sign the application where indicated agreeing to exemplify and abide by these rules.

SEALING

12 AAC 36.185(d). "The registrant shall include the date each time the registrant signs and seals a document by inserting the date within the seal or in a close proximity to the seal." Board policy defines "close proximity" as two inches.

AFFIDAVIT

Sign your application before a Notary Public or other officer authorized to administer oaths. Applications received without a notarized signature will be returned to the applicant.

SOCIAL SECURITY REQUIREMENT

AS 08.01.060 requires an applicant for a professional license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Exception from Social Security Number Requirement" form located at www.commerce.alaska.gov/occ or contact the division for the form.

PAYMENT OF CHILD SUPPORT AND STUDENT LOAN

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

BUSINESS LICENSING

If you are self-employed, or are practicing as a partnership, please contact Business Licensing at (907) 465-2550 or access the Internet for an application. The Internet address is: <http://www.commerce.alaska.gov/occ/buslic.htm>. If the business is a corporation, limited liability company or limited liability partnership, it must obtain a Certificate of Authorization from the board. Contact the division for further instructions.

CORPORATE, LIMITED LIABILITY COMPANY (LLC), AND LIMITED LIABILITY PARTNERSHIP (LLP) AUTHORIZATION (12 AAC 36.135)

Corporations, LLCs, and LLPs practicing or offering to practice landscape architectural, architectural, engineering, or land surveying in Alaska must hold a business license as well as hold corporate, LLC, or LLP authorization with the Board of Registration for Architects, Engineers and Land Surveyors. In addition, corporations, LLCs and LLPs must also be registered with the Corporations section of the Division of Corporations, Business and Professional Licensing. For more information, you may contact the Division at (907) 465-2530; P.O. Box 110808, Juneau, Alaska 99811-0808; or access its internet home page at <http://www.commerce.alaska.gov/occ>.

PUBLIC INFORMATION

Please be aware that all information in this application will be available to the public unless required to be kept confidential by state or federal law. Current registrant information, including mailing address, is available on the Division's website at www.commerce.alaska.gov/occ under "License Search."

INTERNET INFORMATION

Certain forms can be printed by accessing the Board's home page at the following address:

<http://www.commerce.alaska.gov/occ/pael.cfm> or by following the links from the Alaska state home page at: <http://www.alaska.gov>.

EDUCATION

OFFICIAL TRANSCRIPTS ARE REQUIRED FOR EXAM AND COMITY APPLICANTS. If comity applicants have a CLARB council record submitted the board will accept the transcripts from CLARB. Otherwise, official transcripts must be requested by the applicant and sent directly from the college registrar's office to the Alaska Board address. Photocopies of transcripts marked "Student Copies" will not be accepted.

An applicant with a foreign degree must submit a transcript and if the transcript is not in English, submit a translation in English and a signed and notarized affidavit of the accuracy of the translation. An applicant must also submit an evaluation of the education from an agency approved by the board, unless the education was earned at a school accredited by an accreditation agency recognized by the board. A list of board-approved foreign credentialing agencies is listed on the board's website.

STATEMENT OF EXPERIENCE

List job title, type of work and/or project(s), name and address of employer or supervisor, and list professional, subprofessional, or other experience by the number of months worked in those categories. Indicate number of months in each. Refer to the definitions in the regulations to distinguish between professional, subprofessional, and responsible charge work experience (12 AAC 36.990). In order for the applicant to receive full credit for work experience an applicant must gain experience while under the responsible control of a landscape architect registered in the United States.

For an applicant working in a location where there is no registered landscape architect available, a mentoring program may be used. The applicant must acquire experience by performing landscape architectural work while under the responsible control of someone who is a professional in another design discipline. Additionally, the applicant must complete a mentoring program involving meetings with a landscape architect registered in the United States. Refer to the special requirements for mentoring set out in 12 AAC 36.068(b)(2)(f-h).

WORK EXPERIENCE MUST BE VERIFIED BY EMPLOYERS OR SUPERVISORS USING THE ALASKA WORK EXPERIENCE VERIFICATION FORMS. To expedite the process, you may wish to provide present and previous employers with a stamped envelope with the Alaska Board address for their convenience. Applicants must verify months of professional work experience to total the minimum requirements of combined education and work experience as required by exam and comity regulations. The board will not give credit for work experience without the third-party verification even if you have listed the experience. **The board will not review the application until the work experience verifications are received.**

PERSONAL AND PROFESSIONAL REFERENCE LIST (AS 08.48.201(a)(3))

Name	Address	Daytime Telephone	Occupation	Registration No.	State
1.					
2.					
3.					
4.					
5.					

EXAMINATION AND REGISTRATION: Verification is needed directly from CLARB or from the state(s) where examination(s) was/were administered.

EXAMS PASSED:

L.A.R.E. Section	State	Year	Other Exams	State	Year

PROFESSIONAL REGISTRATIONS: List all states where you hold or have held registration(s). Use a separate sheet if necessary. Verification of current registration is needed from at least one state. A form is provided in this application packet. If you are submitting a CLARB council certificate a separate verification from the state(s) is not needed.

Type of License	License Number	State	Year Registered	Hours Written Examination	Comity or Exam	Active or Lapsed

TECHNICAL EDUCATION: (Official Transcripts must be submitted directly from the school, unless verified in your CLARB record.)

Name and Address of Institution	Years Attended		Date of Graduation	Degree Received
	From	To		

STATEMENT OF PROFESSIONAL EXPERIENCE

Read and complete. List in date order with most recent experience first – (attach supplemental sheets if necessary)

Date: From: _____ To: _____ Title of Position: _____

Character of each engagement (be specific): _____

Name of employer or person most familiar with engagement: _____

Address of Employer: _____

Time in Months (Professional + Subprofessional = Total Months)

Responsible Control*: _____ Professional*: _____ Subprofessional*: _____ Total Months: _____

Date: From: _____ To: _____ Title of Position: _____

Character of each engagement (be specific): _____

Name of employer or person most familiar with engagement: _____

Address of Employer: _____

Time in Months (Professional + Subprofessional = Total Months)

Responsible Control*: _____ Professional*: _____ Subprofessional*: _____ Total Months: _____

Date: From: _____ To: _____ Title of Position: _____

Character of each engagement (be specific): _____

Name of employer or person most familiar with engagement: _____

Address of Employer: _____

Time in Months (Professional + Subprofessional = Total Months)

Responsible Control*: _____ Professional*: _____ Subprofessional*: _____ Total Months: _____

Date: From: _____ To: _____ Title of Position: _____

Character of each engagement (be specific): _____

Name of employer or person most familiar with engagement: _____

Address of Employer: _____

Time in Months (Professional + Subprofessional = Total Months)

Responsible Control*: _____ Professional*: _____ Subprofessional*: _____ Total Months: _____

***Definitions of “Responsible Control,” “Professional Work,” and “Subprofessional Work”**

12 AAC 36.990

(18) “Professional work” means the time the applicant has been occupied in architecture, engineering, land surveying or landscape architecture work of a higher grade and responsibility than that of subprofessional work;

(22) “Subprofessional work” means time spent working as rodman, chainman, recorder, draftman, clerk of works, instrumentman, inspector, or similar work where personal responsibility and technical knowledge are slight.

(30) Responsible control” means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered engineers, land surveyors and landscape architects applying the required professional stand of care.

WORK EXPERIENCE VERIFICATION

I. THIS PORTION TO BE COMPLETED BY THE APPLICANT:

I, _____, am applying to the State of Alaska for registration as a Landscape Architect.

My application shows that I was under your supervision and/or employ from _____ to _____ = _____ (total months)

II. **Employer or Supervisor:** Complete this form and send directly to the Alaska State Board of Registration for Architects, Engineers and Land Surveyors. This is important to the applicant as his/her experience cannot be accepted unless verified.

_____ was/was not under my responsible control while employed by _____
as a _____ for a total of _____ months.

Describe the work he/she performed and his/her responsibilities. If applicable, list a project and the applicant's role:

Would you employ this applicant in a position of trust? Yes No
Do you recommend him/her for registration or examination? Yes No

What professional association did you have with the applicant? _____

In order for the applicant to receive full credit for work experience, the experience must be gained while under the responsible control of a landscape architect registered in the United States. To determine how much credit for work experience the applicant will receive please answer the following questions (See 12 AAC 36.068(c)):

Are you a registered landscape architect? Yes No

Were you a registered landscape architect at the time you supervised the applicant? Yes No

Do you have a degree in landscape architecture? _____

Do you have at least eight years of experience as a landscape architect? _____

Do you have at least eight years post-registration experience, the majority of which was obtained as a landscape architect?
 Yes No

Professional Seal

Signature

Date

**NOTE: If no seal or stamp is available,
please state reason.**

(Print or Type Name)

Registration No.

State

Address

Telephone No.

State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 Board of Registration for Architects, Engineers and Land Surveyors
 333 Willoughby Avenue
 P.O. Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2540 Fax: (907) 465-2974
 E-mail: license@alaska.gov

VERIFICATION OF REGISTRATION AND EXAMINATION FOR LANDSCAPE ARCHITECTS

APPLICANT: REGISTRATION BOARDS REQUIRE THAT YOU INCLUDE A STAMPED, ADDRESSED ENVELOPE WITH THIS VERIFICATION, WHICH MUST BE COMPLETED BY THE STATE ISSUING THE ORIGINAL REGISTRATION AND RETURNED DIRECTLY TO THE ALASKA BOARD AT THE ADDRESS GIVEN ABOVE. CONTACT THE STATE BOARD OFFICE TO DETERMINE IF VERIFICATION FEES ARE REQUIRED PRIOR TO COMPLETION. TOP PORTION TO BE FILLED IN BY THE APPLICANT:

NAME AND MAILING ADDRESS OF BOARD
 SUBMITTING THIS VERIFICATION

	Applicant Name
	Mailing Address
	City State ZIP Code
	Telephone Number
	SSN # (last 4 digits) Date of Birth

THIS PORTION TO BE FILLED IN BY THE VERIFYING BOARD:

I. The above-named person was / is registered as a Professional Landscape Architect:

Registration Number: _____ Date Issued: _____ Expiration Date: _____

II. He / She was granted the above registration:

- (a) by practice in the State at time of passage of Law _____
- (b) by reciprocity with the State of _____
- (c) by oral examination _____ hours
- (d) by written examination _____ hours
- (e) Other _____

The written examination was completed on _____
 The oral examination was completed on _____

III. PLEASE COMPLETE ALL THE FOLLOWING INFORMATION:

Exam Subject	Number of Hours	Passing Grade	Date Passed	Uniform CLARB Exam (Yes or No)

IV. Has any disciplinary action been taken on this registration? Yes No (If yes, please explain on reverse side, or attach copies of action as applicable.)

V. Remarks: _____

BY: _____

TITLE: _____

(BOARD SEAL)

STATE: _____

DATE: _____

PLEASE RETURN THIS FORM DIRECTLY TO THE DIVISION

APPLICANT CHECKLIST

Landscape Architects

State of Alaska Board of Registration for Architects, Engineers and Land Surveyors

P.O. Box 110806

Juneau, Alaska 99811-0806

Phone: (907) 465-2540 Fax: (907) 465-2974

E-mail: license@alaska.gov

Please use this checklist to assure that you have completed or requested completion of all required documentation.

Landscape Architect by Comity (12 AAC 36.109)*:

- 1. Completed **TYPEWRITTEN** application.
- 2. Fees of \$300 payable to the State of Alaska.
- 3. Arctic Requirements (12 AAC 36.110). (Application may be submitted and reviewed by the board before arctic class is completed.)
- 4. CLARB Council Certificate; OR, in place of #4,

Verification of current registration in another licensing jurisdiction; AND

Verification of education, work experience, and examination satisfying the requirements of 12 AAC 36.068(a)(2).

Landscape Architect by Examination (12 AAC 36.068)*:

- 1. Completed **TYPEWRITTEN** application.
- 2. Fees of \$300 payable to the State of Alaska.
- 3. Verification of education and work experience meeting the requirements of 12 AAC 36.068(a)(2) by submitting:
 - official transcripts (directly from the school to the division); and
 - work experience verification forms.
- 4. Arctic Requirement (12 AAC 36.110(a)) (required for registration but not to take exam).

*Also see 12 AAC 36.010. Applications.

**STATE BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS AND LAND SURVEYORS**

LANDSCAPE ARCHITECT REGISTRATION EXAM SCHEDULE: The LARE Exam Schedule is posted on the Board's website, in the Professional Licensing Section at www.commerce.alaska.gov.

POSTPONEMENTS: Check with CLARB (<http://www.clarb.org>).

EXAMINATION APPLICATION DEADLINE: The application form and fees must be received by the Division of Corporations, Business and Professional Licensing's Juneau office by the deadline date, which is **14** days before the scheduled Board meetings. **(The completed application must be typed and notarized.)**

SUPPORTING DOCUMENTS DEADLINE: All supporting documents, i.e., work experience verifications, official transcripts, verification of registration and examination must be received not later than 14 days before the date of the next scheduled board meeting. Contact the Division of Corporations, Business and Professional Licensing for a schedule of the upcoming meetings. The board tentatively meets in February, May, August, and November.

RETAKE A FAILED EXAM: An applicant who has failed the examination may, within 18 months of notification of the failed examination, reapply for examination. Another examination fee is required.